

DFW INTERNATIONAL AIRPORT

Utility Impairment Request Form

AOC requires **seven** calendar days to process a utility outage request

DO NOT include security sensitive information on this form

Communications process

The **requestor** shall complete this form, ALL Pages and include or attach as much information as possible, **including panel schedules** when scheduling a utility or system outage. Once completed, email to poweroutage@dfwairport.com for processing. The Airport **requires seven calendar days** to coordinate utility and system outage requests. This allows time for all stakeholders to adequately review, ask questions, prepare personnel & equipment and approve outage /impairment request. **1 hour prior to the scheduled outage the requestor shall call the AOC at 972-973-3112 for a final go or no-go.**

Security Systems: When security systems may or will be impacted by a utility and/or systems outage request, in addition to the Utility Outage Request Form, the requestor shall submit DPS form "DPS Systems Impairment Request Form." Submit completed form to dfwairportpolice@dfwairport.com Security systems may include, but not limited to: CCTV, SIDA penetrations, AACS, quad boxes, etc. or any sub-system, including impacts to elevators / doors that have security on them that would impede their normal performance or function. This includes permanent, as well as temporary impairments due to construction or any other activities.

Stakeholders should review the request and note any concerns, to include but not limited to, security violations, safety issues, operational impacts, etc. If special instructions or contingency plans need to be addressed, please respond to **ALL** and detail your concerns and requirements. If any anticipated utility and/or systems outage request potentially involves Security Sensitive Information, the requestor should first contact the Operations Manager by phone (972) 973 -1707 to discuss the handling of the request. Sensitive Security Information is defined at 49 Code of Federal Regulations Sections 1520.3 and 1520.5 and is governed by 49 C.F.R. §§ 1520.1 through 1520.19.

General Information –Required Information

Requestor Name	On Site Contact Person During Outage	Phone		
Date of impairment	Time impairment begin (No midnight)	Terminal	Gate range	Column
Date impairment restored	Time impairment restored	Location if Not in Terminal		

Feeder, Vault, panel, Valve ID, Valve room ID, other identifier of equipment. **Attach panel schedules to email**

Which Utility or System Impairment Are You Requesting - Required Information

Other:

- WATER, including heating & cooling water loop or system (HW/CW system) (**Valve room outages require meeting with Fire Marshal**)
- BAGGAGE SYSTEM IMPACTS: Confirm advanced coordination has been completed and approved contingency plan submitted. This will not be improved until this has been completed.
- PA/VE IMPACTS, (**requires a fire impairment form**)
- ELEVATOR PHONE TESTING (specify terminal and elevators being tested)

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Oncor Coordination – Required Information

It is up to the requestor to coordinate with Oncor directly

Reason for impairment, did you conduct pre-coordination & other information – Required Information

Impacted Buildings/Terminals

Select all that applies or specify in other box

TERMINAL	ATO / BAG CLAIM	CONCOURSE	RAMP	Roof Access to roof requires pre-coordination
Terminal A				
Terminal B				
Terminal C				
Terminal D				
Terminal E				
Terminal B Stinger				
A/B Connector				
A/C Connector				
B/D Connector				
C/D Connector				
Other (please specify name of facility and address)				

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Impacted Systems – **Select all that applies or specify in other box**

Yes	System
	Conveyance systems (elevator or escalators specify unit ID below)
	Gates/boarding bridges
	FIDS – Flight Information Display
	Baggage systems <u>Pre-coordinate</u> with BHS Manager or designee. Lack of pre-coordination will delay your request.
	Interior lighting (including exit signs)
	Exterior curbside / landside Lighting
	Exterior ramp lighting
	Roadway lighting – outages may only be scheduled during daylight hours
	Garage and parking lot lighting <u>Pre-coordinate</u> with Transportation Business Unit, aka Parking
	Any fire control systems (PA/VE, fire alarm systems/panels, sprinklers, etc... All fire control systems require a fire impairment form. Valve room outages require coordination meeting with Fire Marshal
	SkyLink trains and tracks- <u>Pre-coordinate</u> with SkyLink Manager or designee. Lack of pre-coordination will delay your request.
	SkyLink stations If SkyLink conveyance systems are impacted, this will require a stakeholder meeting
	IT Communication Rooms or Wi-Fi equipment
	HVAC systems
	Entrance / vestibule Doors
	Terminal E or Terminal D ramp tower
	Concessionaire impacts (In addition, specify concession impacted below)
	Other (list here)