

DFW INTERNATIONAL AIRPORT

Roof Access Request Form

ETAM requires **SEVEN** work days to process a 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 drawing(s), column and grid location when scheduling a roof access. Once the form is completed, email to accessroof@dfwairport.com for processing. The Airport **requires seven work days** to coordinate the requests. This allows time for all stakeholders to adequately review, ask questions, prepare personnel & equipment and approve the request.

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 the contingency plan is sensitive information, send this directly to the Roofing Manager; do not distribute the information except to authorize personnel.

GENERAL INFORMATION – ALL REQUIRED INFORMATION

Requestor Name	On Site Contact Person	Phone		
Company Name	Contact Info	Contact Phone		
Date(s) of Access	Time (midnight will not be accepted):	Terminal	Gate or Fac.#	Column/Row
Anticipated Completion Date	Photographs – Minimum 3	New	Existing	SkyLink

Impacted Facilities/Terminals: *Facility # and Level/Location Required.

Facility #	Facility Name	Facility Level / Location	Reason for Access