

**IRC USE ONLY**

Status Date: _____ IRC Review #: _____ Comments: _____ _____ _____ _____	Approved      Resubmit      Rejected
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**INFRASTRUCTURE REVIEW COMMITTEE  
APPLICATION FOR TENANT IMPROVEMENT WORK**

Date of request: \_\_\_\_\_

Project Location: \_\_\_\_\_

Tenant: \_\_\_\_\_

Tenant Contact: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Airport Property Manager: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Contractor: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**1) Description of work to be performed for IRC review and provide site/vicinity plan (include additional sheets if necessary):**

**2) Buildings/Departments/Floors & Equipment affected by this request (be specific):**  
(List impacts to staff, passengers, traffic, utility systems, etc., include additional sheets if necessary)

**3) Is improvement work inside or outside the leasehold?**       Inside       Outside      **If Outside:** provide plan showing proposed location.

<b>4) Is Potential Shutdown Required?</b>	Yes	No	<b>Site utility connection required?</b> (e.g. Water, Sewer, Drainage)	Yes	No
<b>If yes:</b> Utilities shut down	Yes	No	<b>If yes, specify:</b> _____		
Road closure	Yes	No	<b>Building system connection required?</b> (e.g. Power, Mechanical)	Yes	No
			<b>If yes, specify:</b> _____		

**Subcontractors involved:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_      **Phone:** \_\_\_\_\_

**Estimated Dates of work/installation:**    Start \_\_\_\_\_    End \_\_\_\_\_

**Start Time:** \_\_\_\_\_ AM      PM      **End Time:** \_\_\_\_\_ AM      PM

**5) Does the work required access to the following locations? If yes, specify.**

<b>Airport Utility Room:</b>	Yes	No	_____
<b>Mechanical</b>	Yes	No	_____
<b>Tenant Water Closet:</b>	Yes	No	_____
<b>Special System Room (SSR) / Tenant Wiring Closet (TWC):</b>	Yes	No	_____
<b>Electrical Room:</b>	Yes	No	_____
<b>Radio Room:</b>	Yes	No	_____
<b>Other Room:</b>	Yes	No	_____

(Include additional sheets if necessary)

6) Power  
 Estimated Size of Service: \_\_\_\_\_  
 Voltage: \_\_\_\_\_

Does any of the work involve Fire Alarm systems?      Yes      No  
 If yes, specify: \_\_\_\_\_

Does any of the work involve Security systems?      Yes      No  
 If yes, specify: \_\_\_\_\_

Does any of the work involve Airport Paging?      Yes      No  
 If yes, specify: \_\_\_\_\_

Does any of the work involve Information Display (IDS)?      Yes      No  
 If yes, specify: \_\_\_\_\_

7) Communication Requirements

As The Airport is responsible to provide and transport all communication services to our Tenants on the Airport Campus where Airport Infrastructure is available we would like to have a better understanding of what you will require as part of this new Tenant Improvement.

Will new Services or relocation of existing Services will be required?       Yes       No

If Yes, What Type?

Airport Provided Services (Internet, Voice, VLAN Transport & Point to Point Connectivity)      Yes      No  
 If yes, specify: \_\_\_\_\_

WAN (Metro Ethernet, DS1 & DS3)      Yes      No  
 If yes, specify: \_\_\_\_\_

WiFi (Public or Operational Access)      Yes      No  
 If yes, specify: \_\_\_\_\_

Cable TV Services      Yes      No  
 If yes, specify: \_\_\_\_\_

Radio Services (Transport for Air-to-Ground or Ground-to-Air Radio)      Yes      No  
 If yes, specify: \_\_\_\_\_

Do you know what the closest Airport TWC or SSR which services your space?      Yes       No  
 If yes, specify: \_\_\_\_\_

Does your space currently have connectivity to the closest Airport TWC or SSR?      Yes       No  
 If yes, specify: \_\_\_\_\_

Distance from your space to the closest Airport TWC or SSR if known: \_\_\_\_\_

IRC Completion Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IRC Members (cc):

AVM- Teresa Rivor	(650) 821-4533	D&C- Tom Budgick	(650) 821-9426	RDM- Matthew McCormick	(650) 821-4514
AVM- Viviana Soper	(650) 821-4538	Facilities- Steve Shea	(650) 821-5350	BICE	
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