

# Hot Taps, Pipe Connections

The Los Angeles World Airports (LAWA) does not allow connections into live systems. Each live connection will be considered on a case by case basis for the project. If LAWA determines that it is in the best interest of the airport to accommodate the request to connect into a live system, the following requirements shall be met:

1. NO HOT TAPPING IS ALLOWED.
2. The project may utilize the pipe freezing process for all connections to these systems. Should pipe freezing process be utilized for the project, conditions 3 through 12 shall be met for the work.
3. Pipe Freezing contractor performing the line freezing work shall be a qualified contractor with a minimum of 10 years' experience using the pipe freezing method. Contractor shall have experience with all pipe sizes and materials contemplated for the work.
4. Piping contractor performing the line connections shall be a qualified contractor licensed in the State of California with a minimum of 10 year experience doing line cutting, installation of appropriate sized tee, fittings and shut-off valve, welding (brazed for copper and tick weld for carbon steel) and hydro testing.
5. Resume and qualifications with 5 verifiable references for the piping connection work and the proposed connection method shall be submitted to LAWA for approval prior to performing the work.
6. Piping contractor will be required to coordinate pipe freezing and piping connection work with the City of Los Angeles, Department of Building and Safety, LAWA Inspection, LAWA Project Manager and other entities as LAWA deems appropriate.
7. Both Pipe Freezing and Plumbing contractors shall have all the necessary equipment needed to perform the work including but not limited to monitoring instruments to prevent pipe bursting or leak.
8. All welders must be certified in the City of Los Angeles.
9. Prior to performing the work, All welding procedures for the project shall be approved by the Engineer of Record for the project and submitted to LAWA.
10. Prior to performing the welding work, tenant/contractor shall provide a CWI, AWS or LA City SSW welding inspector.
11. Newly installed piping connections shall be hydro tested by the Piping contractor at 150% above the maximum line operating pressure for a period of 2 hours without any leak or drop in pressure.
12. A coordination meeting shall be held prior to the connection work at least 7 days prior to the work to discuss the proposed plan and schedule and shall include as a minimum, LAWA Inspection, LAWA Facilities, LAWA Project Manager and Department of Building and Safety.
13. Contractor shall utilize the Utility Shutdown Process as defined in the Design and Construction Handbook when performing the work for the connection.
14. Contractor shall include in their proposed plan, an appropriate contingency accommodation.

# WELDING CUTTING PERMIT

**PLEASE NOTE:** Fill this form out electronically. In order to "SAVE", *please PRINT to PDF.*

All welding/cutting operations shall be performed in accordance with the requirements established by the Prevention Code, OSHA, NFPA 51B Standards, and other requirements established in the documents listed above shall be the responsibility of all personnel performing welding/cutting operations.

1. A copy of this permit must be on the jobsite until applicable work finish date
2. Provide a minimum of one (1) 2A 10BC Fire Extinguisher at site
3. No hot work within fifty (50) feet of any aircraft
4. After hot work has been completed, check area periodically for thirty (30)- minutes for possible fire hazards.
5. Use shielding or separation in hazardous areas at all times.
6. Follow all requirements of L.A.F.D Standard 51 (NEPA51)

**Fire Department Emergency Phone Number: 911**

Date Work to Begin	Today's Date	Intended Date of Completion / Expiration
Project Name		
Contractor Name		Contractor's Emergency Contact Name and Number
Supervisor / Foreman	Cell	Fax
Office Telephone	Hours of Hot Operation	
Location of Site where work is to be performed <i>(please note building and floor if applicable)</i>		
Description of work to be performed		
Equipment to be used		
Fire System Shutdown Required		
Person(s) Performing Hotwork	Name of Firewatch <i>(Cannot be same as person(s) performing work)</i>	
Fire Watch Completed <i>(Date &amp; Time)</i>	Signature of Firewatch at Completion	
Fire Department Representative Name and Date	Contractors On-Site Supervisors Name and Date	
Fire Department Representatives Signature	Contractors On-Site Supervisors Signature	



The Shutdown Control Center (SCC) is an organization within the Los Angeles World Airports (LAWA) Facilities Management Group (FMG). The SCC manages all aspects of utility and area shutdowns, as well as contractor access request and key request at LAX. The SCC was instituted to centralize the numerous amounts of utility and area shutdowns due to the planned construction and maintenance projects taking place throughout LAX.

The contractor is responsible for submitting a **Utility Shutdown Request (USR)** or **Area Shutdown Request (ASR)** to the LAWA Project Manager. The contractor is responsible for reviewing, scheduling and coordinating all aspects of the shutdown, including, any contingencies that might be required, with the LAWA Project Manager. The contractor should be aware of LAWA blackout days during holiday construction restriction periods. Once submitted to the SCC, the USR or ASR is reviewed, processed and must be approved before proceeding. The SCC notifies the contractor, stakeholders and other impacted parties of all shutdowns.

- **Utility Shutdown Request**

The utility shutdowns cover the following systems: electrical, water, natural gas, fuel, fire alarm, security/ACAMS, sewer, communications, HVAC and fire sprinklers.

- **Area Shutdown Request**

The area shutdowns include all Landside, Airside, and Terminal areas which require any traffic closure, restriction to public access, elevator/escalator, restroom closures, and gate/taxiway closures.

The SCC also provides access for contractors to any room or roof access if needed. Key request for contractors and subcontractors can be processed with the SCC as well. The contractor will need to submit a **Contractor Access Request (CAR)** together with a letter from their company.

- **Contractor Access Request**

The contractor access request cover all IT rooms, electrical rooms, mechanical rooms, and roof access.

- **Key Request**

The key request can be issued for all areas at the CTA as long as it's restricted to the requester.

**For information and forms contact:  
Shutdown Control Center (SCC)**

**424-646-5977**

**[SCC@LAWA.org](mailto:SCC@LAWA.org)**

**7407 World Way West**

**M1 Building**

**Los Angeles, CA 90045**

**Hours of Operations 6:00 am – 3:30 pm**

## Instructions for USR Form

### LAX Project No.

The Contract No. should be a **T-LAX - #**. Please verify with your LAWA Project Manager if a T-LAX - # was assigned to your project.

### Contractor Tracking #

This section is required. It is provided for the contractor to use their own Tracking # for their own reference.

### LAWA Tracking #

The LAWA USR Tracking # will be assigned by the SCC.

### LAX Project No.

Insert the Construction Project Name.

### LAWA Project Manager

Insert the LAWA Project Manager.

### Type of Utility

Select the applicable utility. If the utility is not listed, select Other and specify the utility.

### Description of Place to Meet

Specify the location where you are going to meet with LAWA Shop personnel before the shutdown.

### Specific Location

Specify the exact location where the shutdown of the utility will take place. Example: Terminal X, Room X, Panel X.

### Affected Buildings/System

Summarize in one sentence what building/system or part thereof is being affected by the shutdown. Provide additional detail on page 2 Impact Analysis.

### Purpose

Summarize in one sentence the purpose of the shutdown and what is to be accomplished during the shutdown.

### Airfield, Terminal, Floor/Level, Landside

Specify the area where the shutdown will take place.

### Contact Information

Provide contact information of the contractor and individual that will be present on site during the shutdown.

### Shutdown Information

Provide correct Day/Date/Time of shutdown and restore time.

### Comments

If contractor has additional pertinent information related to the shutdown not covered elsewhere in this application, insert it in the comments section.

### Contractor Requestor's Name

Provide Name/Phone/Email information of the contractor who is requesting the shutdown.

### Date Submitted

Insert the date the USR is submitted to the SCC. If the USR is submitted after 1pm, the date submitted is the next business day.

## Instructions for USR Impact Analysis Form

### Impacted Parties

For each Party, indicate whether it is or is not impacted by the shutdown. If a known Party is not listed, specify that Party under Other. If a Party is impacted describe in detail what the impact is.

### Impacted Systems

For each System, indicate whether it is or is not impacted by the shutdown. If a known System is not listed, specify that System under Other. If a System is impacted describe in detail what the impact is.

### Comments

Provide additional pertinent information related to the impacts of the shutdown not covered elsewhere in this Impact Analysis. Describe the field forensic investigations undertaken in support of this Impact Analysis including identification of drawings referenced and any other pertinent documents. Provide reference and attach any needed contingency plans to mitigate identified impacts.

## FAQs about the Utility Shutdown Request (USR) Form

**Question: Do I need to create a new request to extend the completion date of an existing USR?**

**Answer:** No, you do not create a new USR for an extension. However, email the Shutdown Control Center (SCC) at [SCC@lawa.org](mailto:SCC@lawa.org) if requesting a new completion date. This only applies to changes in dates – NOT SCOPE. Extension will be accepted by the SCC as long as the approved USR is still active. If an approved USR is expired, then the request will be rejected, and you will need to submit a new USR.

**Question: As a contractor – who should I submit the USR to?**

**Answer:** Submit the USR to the LAWA Project Manager for initial review. Submit the USR electronically to the SCC at [SCC@LAWA.org](mailto:SCC@LAWA.org).

**Question: We have been filling out the PDF Forms, is there another way to submit a USR?** The USR can also be completed and submitted online at <http://www.Connect2LAWA.org>.

**Question: How early should I submit the USR before I want to start working?**

**Answer:** The longer (earlier) the better. 30 days is the minimum amount of time to process a USR. If the request is submitted without enough time to review, the USR will be rejected.

**Question: Who should I enter on the Application as the ‘Contact Person’?**

**Answer:** Assure the person’s name/phone number that you enter in the form under ‘Contact Information’ is the individual that will be the point of contact in case of any onsite questions during the shutdown requested.

**Question: If my request needs special consideration or RUSH – who do I talk to for expediting?**

**Answer:** USR’s need to be submitted to the SCC a minimum of 30 days prior to the shutdown to adequately review details and impacts of the shutdown. No provisions are in place for expediting USR’s. Contact your LAWA PM.

**Question: Do I need to carry any documents with me during the shutdown?**

**Answer:** Yes, you do need a copy of the approved USR because ARCC, OPS, Police or LAWA employee may request to see the approval. Please make sure if a vehicle is needed on the premises that a copy of the approved USR is left on the dash board.

**Question: Do I need to notify anyone before I start my shutdown?** Call the ARCC, (424) 646 - LAWA (5292), 30 minutes before the start of the shutdown and upon completion.



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**Operation Zone Managers**

<b>A</b>	T1 thru T3	Kelly Baca Broer	kbaca-broer@lawa.org	(310) 469-3633
<b>B</b>	TBIT/Bradley West	Sara Harland	sharland@lawa.org	(310) 469-3622
<b>C</b>	T4 thru T8	Lou Caamano	lcaamano@lawa.org	(310) 877-0766
<b>D</b>	CTA/Roadways/Parking	Brandon Eaton	beaton@lawa.org	(310) 877-0150
		Lou Caamano	lcaamano@lawa.org	(310) 877-0766
		Lester Virgil	lvirgil@lawa.org	(310) 484-4406
<b>E</b>	Airside	Maurice Gooden	mgooden@lawa.org	(310) 908-1378
<b>F</b>	Bradley West/TBIT Integration	Ray Jack	rjack@lawa.org	(424) 646-7474
<b>CUP</b>	CUP Project	Christopher Bethurum	cbethurum@lawa.org	(310) 877-0895

# To Request a Change or Exception

## **To Request a Change to the Scope, Phasing, or Schedule of Your Project**

Once you have received a Concept Approval for your project, should you find it necessary at any time during the planning, design and construction process to make a change in scope, phasing, and/or scheduling of your project, please use the attached form – Revision to Approved Scope (use for Phasing or Schedule as well).

Please include all indicated information in as much detail as possible including a reason for the proposed change, and provide any support documentation applicable to explain the proposed change. Provide this form to the LAWA Planning or Project Manager for evaluation and determination. Again, we encourage you to submit any know changes as early as possible to facilitate an expedient review. Once a determination has been made, you will receive a written response.

## **To Request an Exception to the Design and Construction Handbook Standards**

While all projects must follow the requirements of this Design & Construction Handbook, we recognize there may be circumstances where the tenant wishes to deviate from these standards and want to request a one-time exception for a specific project. In these instances, you **must** bring this request to our attention without delay so that we can work together to reach an acceptable solution.

The written Request for Variance should be submitted to either your LAWA Planning or Project Manager for evaluation and determination. Once a determination has been made, you will receive a written response. Should you choose to proceed on the change without prior approval, you do so **at your own risk** and may be required to redesign if an approval is not granted.

**To be valid, all changes must be requested and approved in writing.**

## Revision to Approved Scope

Project Tracking No. \_\_\_\_\_

Project Name: \_\_\_\_\_

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

Tenant Contact Information: \_\_\_\_\_

Address: \_\_\_\_\_

Original NTP:  Dated \_\_\_\_\_  Not available/ Not applicable

Revision No.: \_\_\_\_\_

Scope revisions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attached Document(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: \_\_\_\_\_  
Tenant Representative Name and Signature Date

\_\_\_\_\_  
Tenant Name and Signature Date

LAWA Comments:  Proceed with the amended work, no exception taken  
 Denied  
 Proceed with the following conditions:  
\_\_\_\_\_  
\_\_\_\_\_

CDG's Concord:  By \_\_\_\_\_ Dated \_\_\_\_\_  Not Applicable

Authorized By: \_\_\_\_\_  
Name and Signature Date

CC: PAT, Inspection, Tenant/Contractor, File

# Tenant Request for Exemption

From LAWA Design and Construction Handbook

Date: \_\_\_\_\_

Project Tracking #: \_\_\_\_\_

Project Name: \_\_\_\_\_

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

Tenant Contact Name: \_\_\_\_\_

Tenant Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

LAWA Standard /  
Requirement (s):

*Note: Please Reference Section and Page of Design & Construction Handbook*

Proposed Alternative  
and/or Method:

Justification and/or  
Reason(s) for Request:

Submitted by: \_\_\_\_\_

\_\_\_\_\_  
Tenant Representative Name & Signature

\_\_\_\_\_  
Date

# Tenant Request for Exemption

From LAWA Design and Construction Handbook

Project Tracking #: \_\_\_\_\_

Project Name: \_\_\_\_\_

Additional Information:

# Tenant Request for Exemption

From LAWA Design and Construction Handbook

Project Tracking #: \_\_\_\_\_

Project Name: \_\_\_\_\_

### Staff Use Only

EFMG Determination:          Approved, no exception taken  
       Denied  
       Approved with the following conditions:  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_

CDG Determination:          Approved, no exception taken  
       Denied  
       Approved with the following conditions:  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_

Determination:                Approved, no exception taken  
       Denied  
       Approved with the following conditions:  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_  
   \_\_\_\_\_

Authorized by: \_\_\_\_\_

\_\_\_\_\_  
Name & Signature

\_\_\_\_\_  
Date

# Project Acceptance Checklist

This section is under development.