



**Standard Operating Procedure (SOP)
Zone Notification for Projects**

SOP No.	DC- 5100	Revision:	0
Department:	Design and Construction	Date:	12/03/09
Dept. Head Approval:	<i>Don Patton 1/12/10</i>		
Director Approval:	<i>John P. Potts 1/20/10</i>		

Purpose

To establish guidelines for project managers to notify other FM departments prior to project construction start up.

Responsibility

1. The following people are responsible for following this SOP:
 - 1.A. Managers
 - 1.B. Project Managers
 - 1.C. Project Coordinators
 - 1.D. Associate/Assistant Directors
 - 1.E. Supervisors
 - 1.F. Operations Managers

Definitions

1. **TMA:** Facilities Management's computer maintenance management system/work order system.

Procedure

1. Project manager (PM) notifies other Facilities Management Departments of any upcoming projects thru the use of Zone notification form (Exhibit A) in addition to any pre-construction meetings. All appropriate zone managers from Operations, Maintenance, and Roads and Grounds need to be informed of any projects that affect their areas.
2. PM completes the Zone Notification information form (Exhibit A) located on the I:Drive/Projects/In-House/Zone Notification Form and sends out via e-mail to the area managers prior to construction start. A completed copy of the form shall be attached to the TMA project file for reference.

TO: , Zone Maintenance Manager
, Operations Manager

FROM: Project Manager

DATE:

SUBJECT:

This is to notify you about an upcoming project in your zone.

Building:

Rooms:

Projected Dates of Construction:

Scope Description:

Contractors or crews doing work:

Projected Utility Shutdowns:

Potential Impacts on surroundings (identify – i.e. asbestos abatement, large deliveries, crane lifts, etc.):

This is also to provide advance notice that we may be asking for assistance from you to complete the project. More specifics will be provided later in plenty of notice.

Maintenance:

Custodial:

If you have any questions or concerns, please contact me at .

I will be holding a Pre-Construction meeting on at and you are more than welcome to attend.

No Pre-Construction meeting will be held, but please contact me if you wish to meet on-site to go over the project.

Thanks,

Project Manager

CC: Daniel Batson
Al Bildstein