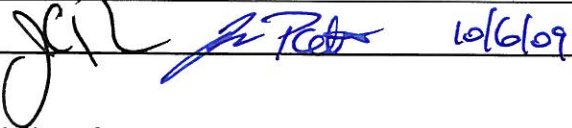


**Standard Operating Procedure (SOP)  
Parking Coordination**

<b>SOP No.</b>	DC- 4600	<b>Revision:</b>	0
<b>Department:</b>	Design and Construction	<b>Date:</b>	10/5/2009
<b>Dept. Head Approval:</b>			
<b>Director Approval:</b>			

**Purpose:**

Purpose is to establish guidelines for Project Managers to coordinate with the University Police and the Department of Transportation and Parking during construction projects.

**Responsibility**

- 1) The following people are responsible for following this SOP.
  - a) Project Managers
  - b) University Police
  - c) Department of Parking and Transportation

**Procedure**

- 1) Due to the limited availability of parking on WVU's campus, it is critical for Project Managers to communicate regularly with WVU Parking and Transportation regarding the impact of construction on Parking.
- 2) WVU Parking must approve of any loss or parking spaces due to construction, both temporary and permanent.
- 3) If construction work causes a permanent loss of parking spaces, it is the Project's responsibility to create new parking or reimburse WVU Parking and Transportation for the loss of spaces. This should be incorporated into project budget during the Planning phase.
- 4) During the Design phase, a meeting with parking should be arranged to discuss the follow issues:
  - a) Parking for Contractors – in many cases, parking for all Contractors can not be accommodated
  - b) Use of Parking areas for construction lay-down areas
  - c) Temporary closure during construction.
    - (1) When and how long disruption will last
  - d) Discuss cost of any lost spaces used by construction
  - e) Meeting minutes should be taken and distributed to appropriate parties for review and comment.
- 5) Notification of Parking Lot Closures
  - a) Proper notification must be given to the Department of Parking and Transportation so Permit holders can be notified and provisions made for alternative parking. At least 7 days notice should be given for short-term closures or closures that impact less than 10 spaces. At least two weeks notice should be given for larger closures that will last longer than two weeks. Long term closures of entire lots require as much notification as possible, preferably more than 4 weeks notice.

- 6) Provisions for Parking should be addressed in Division 1 of Contract Documents in section 1500 Temporary Facilities and Controls. The limits of the work area and lay-down area should be noted on project drawings.
- 7) During the Pre-Bid and Pre-Construction meeting, the Contractor should be notified of the following:
  - a) Where they can stage materials
  - b) If temporary parking is available to the Contractors
    - (1) If temporary parking is available, where it is located
    - (2) If temporary parking is NOT provided where they can purchase parking passes and where free parking may be available.
    - (3) Vendors may purchase Area 98 Permits from the Department of Transportation and Parking which are valid for a number of Downtown and Evansdale Lots
  - c) Discuss parking for deliveries. (NO parking in road without proper traffic controls or parking in designated Handicap areas)
  - d) Provide contacts and phone numbers for University Police and Department of Transportation and Parking.
    - (1) Sergeant Richard McGee 304-293-3776 (University Police)
    - (2) Eric Rosie 304-293-6445 (Associate Director of Transportation and Parking)
- 8) General Parking Restrictions
  - a) Contractors should obey all City and University Parking restrictions and should not park in restricted areas, sidewalks or lawns without prior permission from agency which has jurisdiction over that area.
  - b) Creation of construction lay-down areas on lawns or grounds, other than designated Parking areas, must be approved by FM Roads and Grounds and WVU Transportation and Parking.
  - c) Temporary Parking passes can be obtained from the Department of Transportation and Parking for use by Architects and Contractors for one day only.
- 9) Set up coordination meetings with University Police and the Department of Transportation for any construction activity that will impact roads and traffic. Such activities include large deliveries of construction material, such as steel, and closure of roads for utility work.
  - a) These meetings should be a week or more prior to delivery or closure
  - b) The meeting should incorporate suggestions from University Police and Parking on staging of materials, and traffic controls. Meeting minutes should be taken and distributed to appropriate parties
  - c) Notification two days prior to closure or delivery of material should be sent through e-mail to all parties and managers
- 10) Construction of new Parking Lots, Roads or Pedestrian paths.
  - a) Coordinate with Parking
  - b) Follow WVU Design Guidelines and Construction Standards
  - c) In many cases, the Department of Parking and Transportation will stripe the lot.