# AIRPORT IMPROVEMENT GUIDELINES

Reno-Tahoe International Airport



Version 21-1

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# **SECTION 1: INTRODUCTION**

#### 1.1. BACKGROUND

#### 1.1.1. TRUCKEE MEADOWS REGION

Reno, Sparks, and the surrounding areas makeup a region called the Truckee Meadows, which sits at the base of the Sierra Mountain Range; home to beautiful Lake Tahoe. It is a beautiful, diverse region that has a little bit of everything:

Midtown – This part of town has experienced a renaissance in recent years. Boutique shops, local businesses, artists. and entrepreneurs have moved in and transformed a rundown area into the newest, hip place to be. This area has a very contemporary, yet warm, artisanal feel.

Downtown This area Reno's roots; embodies highlighting over-the-top gambling, casinos, and nightlife. It also boasts the beautiful Truckee River Walk and is home to many of the top restaurants in the city, which have popped up as a result of Reno's growing "foodie" culture.

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<u>Out-of-town</u> – The surrounding area provides unlimited opportunities to immerse yourself in nature. The Sierra's and Lake Tahoe are the obvious stars; offering world-class skiing, water sports, hiking, camping, and incomparable beauty!





#### 1.1.2. RENO-TAHOE INTERNATIONAL AIRPORT

As the 66<sup>th</sup> busiest commercial airport in the nation, Reno-Tahoe International Airport (RTIA) serves approximately 4 million passengers per year. Located only 5 minutes from downtown Reno and 40 minutes from some of the finest ski resorts and outdoor recreation in the world, Reno-Tahoe International is the Gateway to Lake Tahoe and the entire region.

The airport is owned and operated by the Reno-Tahoe Airport Authority, and governed by a nine member Board of Trustees. The 1,450 acre property includes two parallel runways oriented north-south, one runway oriented east-west, and a newly renovated terminal with 23 passenger boarding gates.







# **1.2.** PURPOSE OF GUIDELINES

The Airport Improvement Guidelines (AIG) is a combination of tenant design guidelines, terminal design guidelines, and construction guidelines. It was created to enhance the approval, permitting, and construction processes within the terminal at Reno-Tahoe International Airport. A main objective includes formalizing the approval process and standardizing requirements.

The purpose of the document is to establish a common process and standards with the goals of:

- Define the approval process
- o Develop standards for Airport development
- Facilitate safety and security during construction projects
- Assist Project Sponsors with timely execution of their projects
- Create a sense of place
- Maintain the quality of the facility and integrity of its building systems
- Ensure all participants are aware of their roles and responsibilities
- Facilitate inter-department coordination
- Ensure all approvals are achieved before construction

Not all aspects of the AIG will apply to all projects. Please review the table of contents and read all sections that could affect your project. The Project Sponsor is responsible to know and understand the information contained in the AIG, and disseminate the information to their Architects, Engineers, and Contractors.

# 1.3. DEFINITIONS

<u>Reno-Tahoe Airport Authority (RTAA)</u> – Owner and operator of the Reno-Tahoe International Airport and Reno-Stead Airport.

<u>Project Sponsor</u> – Any representative proposing to make improvements to space at the Reno-Tahoe International Airport. Specific representatives include new or existing Tenants, and RTAA Departments.

<u>Scope of Work (SOW) Statement</u> – A brief summary of a proposed project describing the purpose of the project and the work that will be done. This document is the first step required to initiate a project.

<u>Project Review Committee (PRC)</u> – A group of Airport Authority employees responsible for reviewing proposed Airport project designs for conformance with the Airport Improvement Guidelines, Building Codes, and other standards, as well as looking out for operational, safety, and security issues.

# 1.4. TYPES OF IMPROVEMENTS



To assist with streamlining the process, improvements are separated in degree of complexity between Level 1 improvements and Level 2 improvements. The two types of improvements are defined below:

#### 1.4.1. LEVEL 1 IMPROVEMENTS

Level 1 projects include:

- Non-building system related architectural work (counters, casework, finishes, etc.)
- 1.4.2. LEVEL 2 IMPROVEMENTS

Any project that:

- Requires a licensed professional
- Requires a City of Reno Building Permit
- Impacts airport-wide systems such as structural, plumbing, HVAC, electrical, communications, security, waste, fire suppression, etc.
- Modifies/adds walls



### 1.5. IMPROVEMENT PROCESS

#### 1.5.1. LEVEL 1 IMPROVEMENTS

Below is an overview of the submittal and approval process for Level 1 improvement projects in the terminal at the Reno-Tahoe International Airport. Please review the following sections of this document for further details.





#### 1.5.2. LEVEL 2 IMPROVEMENTS

Below is an overview of the submittal and approval process for Level 2 improvement projects in the terminal at the Reno-Tahoe International Airport. Please review the following sections of this document for further details.



#### 1.6. PROJECT REVIEW COMMITTEE (PRC)

#### 1.6.1. ROLE

The PRC is a group of Airport Authority employees who are tasked with reviewing proposed Airport project designs for conformance with the Airport Improvement Guidelines, Building Codes, and other standards, as well as looking out for operational, safety, and security issues. The PRC will provide comments to the Project Sponsor that need to be addressed before the PRC will provide a recommendation of approval of the TI Permit to the RTAA CEO.

#### 1.6.2. COMMITTEE MEMBERS

The PRC is made up of one representative from each of the following RTAA departments:

- Facilities & Maintenance
- Planning
- Engineering Architect
- Commercial Business
- Public Affairs & Marketing

Representatives from other departments are included on an as needed basis, depending on the scope of the project.

- Technology Information Systems
- Operations
  - o Fire
  - Police/Security



# **AIRPORT IMPROVEMENT GUIDELINES ACKNOWLDGEMENT**

I, \_\_\_\_\_\_, acknowledge that I have received the Reno-Tahoe Airport Authority Airport Improvement Guidelines. I am aware of and understand all the requirements, regulations, and responsibilities contained within it. It is my responsibility to ensure that the Consultants and Contractor involved in this project are made aware of this information as well.

Project Sponsor (sign)

(print)

Date



# **SECTION 2: INITIATING AN AIRPORT IMPROVEMENT**

#### 2.1. TENANT IMPROVEMENT

#### 2.1.1. RTAA CONTACT INFORMATION

A Tenant desiring to make an improvement in their current leasehold, to a new leasehold, or any other facility in the terminal at Reno-Tahoe International Airport must first contact Commercial Business (CB):

Airline, Concessions, Car Rental, & Airport Services Tenants Brad Erger Manager of Properties 2001 E. Plumb Ln. Reno, NV. 89502 775.328.6485 berger@renoairport.com

#### 2.1.2. SUBMITTAL REQUIREMENTS

2.1.2.1. <u>Scope of Work Statement</u>

The Tenant must submit in writing a Scope of Work statement, to be reviewed by the Project Review Committee (PRC), briefly explaining what the improvement entails.

Once the scope of work is reviewed by the PRC, depending on the scope of the project, the Tenant may be required to submit a Concept Board. (All concession improvements will be required to submit a concept board).

- 2.1.2.2. <u>Concept Board</u> (May be required depending on scope of project) The concept board shall include:
  - A color rendering or sketch
  - Samples of proposed materials/colors
  - o Dimensioned Plans

#### 2.1.2.3. Approval in Concept

Once the concept has been approved by the PRC and the RTAA CCO/CIPO, the Tenant shall submit a TI Permit Application and proceed with Design Development in conformance with the following sections of the Airport Improvement Guidelines (AIG).

#### 2.1.3. RTAA RESPONSIBILITIES

- 2.1.3.1. Commercial Business
  - Point of Contact for all Tenant communication.



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- Review initial Scope of Work Statement.
- Review Level 1 concepts with Facilities and Level 2 concepts with PRC and CCO/CIPO.
- Issue Notice of Non-Responsibility.
- Route TI Permit Application to Director of Facilities.
- 2.1.3.2. Facilities & Maintenance
  - Schedule and lead review of concept with PRC.
  - Route comments back to Tenant via CB.
- 2.1.4. TENANT RESPONSIBILITIES
  - Contact RTAA CB regarding proposed improvement.
  - Provide Scope of Work Statement to CB.
  - If requested, provided concept board to CB.
  - Complete TI Permit Application.

### 2.2. RTAA IMPROVEMENT

#### 2.2.1. RTAA CONTACT INFORMATION

Any RTAA department desiring to make an improvement to facilities at Reno-Tahoe International Airport must first contact Facilities & Maintenance (Department Manager, Director, or Vice President must first authorize the proposed improvement):

David Pittman Director of Facilities & Maintenance 775.328.6426 775.690.9716 (cell) dpittman@renoairport.com

RTAA Capital Projects, PFC, and AIP projects are excluded from the initiating process outlined here, as they are reviewed and approved under a separate process.

# 2.2.2. SUBMITTAL REQUIREMENTS

2.2.2.1. <u>Scope of Work Statement</u>

The Project Sponsor must submit in writing a Scope of Work statement, to be reviewed by the PRC, briefly explaining what the improvement entails.

Once the Scope of Work is reviewed by the PRC, depending on the scope of the project, the Project Sponsor may be required to submit a Concept Board.



- 2.2.2.2. <u>Concept Board (May be required depending on scope of project)</u> The concept board shall include:
  - A color rendering or sketch
  - Samples of proposed materials/colors
  - o Dimensioned Plans
- 2.2.2.3. <u>Approval in Concept</u>

Once the concept has been approved by the PRC and the RTAA CEO, the Project Sponsor shall submit a TI Permit Application and proceed with Design Development in conformance with the following sections of the Airport Improvement Guidelines (AIG).

#### 2.2.3. FACILITIES & MAINTENANCE RESPONSIBILITIES

- Point of Contact for all communication.
- Schedule and lead review of concept with PRC.
- 2.2.4. REQUESTING DEPARTMENT RESPONSIBILITIES
  - Contact RTAA Facilities & Maintenance (F&M) regarding proposed improvement.
  - Provide Scope of Work Statement to F&M.
  - If requested, provide concept board to F&M.
  - Complete TI Permit Application.



# SECTION 3: DRAWING REQUIREMENTS & REVIEW PROCESS

## 3.1. PROFESSIONAL REQUIREMENTS

3.1.1. DESIGN SERVICES (Level 2 projects only)

All Project Sponsors proposing to make modifications to or adding new utilities (mechanical, plumbing, electrical), walls, ceiling, structural elements, etc. are required to hire an architect and/or engineers licensed in the state of Nevada.

### 3.2. COMPUTER-AIDED DRAFTING (CAD) STANDARDS

- 3.2.1. LEVEL 1 IMPROVEMENTS See section 1.4.1 for a description of Level 1 project. Level 1 CAD Requirements:
  - No CAD or as-builts required.

#### 3.2.2. LEVEL 2 IMPROVEMENTS

See section 1.4.2 for a description of Level 2 project.

Level 2 CAD Requirements:

- All drawings shall be prepared using AutoCAD Release 2014 or later.
- All Architectural project drawings shall comply with the latest version of the National CAD Standards and AIA CAD Standards for layer management and naming conventions.
- No unused layers shall remain.
- No lines are to be constructed with deliberate gaps.
- All drawings shall be prepared on 24"x36" size sheets.
- The Project Sponsor shall use the RTAA Cover, G1.0, and Title Block sheets provided by the RTAA.
- The Project Sponsor shall use the RTAA Color Dependent Plot Style Table (CTB) provided by the RTAA.
- All sheets shall indicate the project name, the title of the sheet, the name, phone number, and address of the primary A/E firm, the sub information for the sheet discipline, the level of completion (i.e. 90% Construction Documents), and the date.
- Site plans shall be scaled to 1"=20' (Exceptions may be made based on site extents).
- Floor plans shall be scaled no smaller than 1/4''=1'-0'', with enlarged floor plans as required.

Depending on the size and scope of the project, additional GIS related data and standards will be required.



# **3.3. REVIEW PROCESS**

After an Airport Improvement has been initiated and Approved in Concept, as outlined in Section 2 of this document, Level 2 improvements will then begin Design Development. At various times throughout the design, submittals are required to be made to the Airport Authority for review by the PRC.

# 3.4. SUBMITTAL REQUIREMENTS

# 3.4.1. NUMBER OF SUBMITTALS (Level 2 projects only)

At a minimum, Project Sponsors are required to make the following submittals for review to the RTAA via their point of contact:

- o 50% Construction Documents
- o (Shall include drawings and outline specifications)
- o 90% Construction Documents
- (Shall include drawings, specifications, and any required calculations). Depending on the amount and type of RTAA comments, a Project Authorization Letter MAY be issued at this time and the plans can then be submitted to the City of Reno Building Department.
- 100% Construction Documents (Must address all RTAA comments before a Project Authorization Letter will be issued and the plans can be submitted to the City of Reno Building Department)
- Issued For Construction (IFC) Documents must be submitted after receiving the building permit and prior to NTP.

Additional submittals could be required depending on the size and scope of the project.

# 3.4.2. FORMAT (Level 2 projects only)

The Project Sponsor shall submit one set of Construction Documents in pdf format for each review submittal. Combine all individual files into one single pdf file.

In addition to the pdf file, the Project Sponsor shall submit two (2) 24"x36" sets of IFC Documents (including contract documents, specifications, calculations, and reports) prior to NTP. The IFC Documents shall be stamped and signed by the licensed Architect/Engineer that created the documents.



#### 3.5. REVIEW TIME

The RTAA review process for Level 2 projects will take a minimum of 10 business days for each submittal. The time could be longer depending in the size and complexity of the project. The documents will not be reviewed until a complete package is submitted. Individual elements or partial submittals will be returned to project sponsor.

The RTAA review process for Level 1 projects will take a minimum of 5 business days for each submittal. The time could be longer if the PRC requires involvement.



# **SECTION 4: DESIGN REQUIREMENTS**

#### 4.1. DESIGN VISION

The design aesthetic in the terminal at The Reno-Tahoe International Airport is what we refer to as **"Modern Mountain"**.



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This look combines the natural, rustic feel of a mountain cabin with uncluttered modernism. It is rustic, yet refined with warm, natural, raw materials complemented by cooler contemporary touches, like metal, glass, and concrete. Creating warm, inviting spaces with a modern edge is the goal.

This vision is not meant to dictate your design decisions, but provide guidance and inspiration. The following section will go more into depth regarding specific finishes and construction. All designs must be approved by the RTAA via the Project Review Committee (PRC) and the CEO. Refer to Section 1 for more information regarding the review and approval process.

# 4.2. APPLICABLE CODES & STANDARDS

2018 Northern Nevada Amendments
2018 International Building Codes (IBC)
2018 Uniform Mechanical Code (UMC) or 2018 International Mechanical Code
2018 Uniform Plumbing Code (UPC)
2017 National Electrical Code (NEC)
2018 International Fire Code (IFC)
2018 International Energy Conservation Code (IECC)

Any variation in code or standard adoption by the City of Reno Building Department supersedes those listed above.

# 4.3. TEMPORARY CONSTRUCTION WALL

Temporary construction walls shall be installed on all improvement projects inside the airport terminal, in sight of the public. Exceptions may be approved based on project duration, hours of construction, and scope.

- 4.3.1. DESIGN SPECIFICATIONS
  - Floor to ceiling (minimum height of 8 feet)
  - ½" gypsum board (public side only) over 3-5/8" metal studs (min 20 gauge) at 24" o.c., taped and painted white (public side only).
  - Projects with a duration of **5 days or less**, may choose to rent RTAA Temporary Construction Wall Panels at a cost of \$7.50 per panel per day, if availability allows.
  - Wall cannot protrude more than 3 feet beyond lease line. Exceptions may be approved on a case by case basis.

# 4.3.2. ACCESS

- Provide 3'x7', 20 ga steel door with standard steel frame and lock set.
- Swing door into lease space.



Reno-Tahoe Airport Authority AIRPORT IMPROVEMENT GUIDELINES • A sticky pad is required on the exterior (public side) of the door and a walk off mat is required on the interior (project side) of the door.

# 4.3.3. GRAPHICS

- The Project Sponsor is required to display signage in the form of a banner or vinyl graphic on the temporary construction wall.
- The content shall, at a minimum, include the name of the business and the expected date of opening. An approved rendering of the finished improvement is ideal.
- The minimum size of the signage is 15 square feet.
- The signage must be approved by the RTAA prior to installation and must be displayed at the completion of the construction wall installation.

# 4.4. WALL CONSTRUCTION

Provide min. 5/8" Type X gypsum board over 3-5/8" (20 gauge) metal stud wall framing with a spacing of 16" o.c. Three (3) studs are required at all corners and intersections. All jambs (door/window) shall have double king studs each side.

# 4.5. DOORS & HARDWARE

## 4.5.1. MAN DOORS

- Exterior doors shall be metal:
  - Gauge Minimum 18 gauge
  - Frame Minimum 16 gauge, cold-rolled steel, continuously welded, mitered or coped corners

# 4.5.2. STOREFRONT CLOSURES

- All doors, tracks, and operating hardware shall be concealed from the concourse and integrated into the design.
- A key shall be provided to the RTAA for storage in a centrally located Knox-Box for emergency access to the space.
- Acceptable storefront closures include:
  - Sliding aluminum grille with recessed track and concealed storage
  - Rolling overhead aluminum grille with recessed side tracks
  - Sliding glass doors
  - Folding glass doors
  - Swinging glass doors

#### 4.5.3. HARDWARE

- All locksets shall be Stanley Best Access medium duty or better with removable cores.
- Cores are ordered by RTAA F&M and paid for by the Project Sponsor.



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#### 4.6. GENERAL FINISHES

All materials and finishes shall reflect a high level of quality and be suitable for high traffic settings. All materials will be reviewed and are subject to approval by the PRC & CEO. Materials identified as acceptable or prohibited in the following sections are not necessarily all inclusive, but intended to provide a guide to the desired look and quality the Reno-Tahoe International Airport aspires to uphold.

4.6.1. STOREFRONT

All exposed corners shall be protected by integral or surface applied corner guards. The walls, and specifically the base, shall consist of a durable material that can withstand abuse and maintain an attractive appearance.

#### Acceptable Materials

- o Tile
- Natural Stone
- Wood (All wood must be kiln-dried and Class A fire treated)
- Glass (must be laminated or tempered)
- Metal (should be anodized aluminum, stainless steel, zinc, or similar durable finish)

#### Prohibited Materials

- Large areas of painted drywall
- Pegboard walls
- Sharp or rough surfaces







## 4.6.1.1. <u>Neutral Pier</u>

Where separate storefronts meet, a neutral pier is required to be installed at the intersection to define the spaces and create a transition between the differing finishes.

The neutral pier is a 3"(A) x 1"(B), extruded aluminum, two piece, snap-on decorative trim, that shall extend from floor to ceiling.

The specification is as follows:

- Manufacturer Gordon, Inc.
- Part #963-300-100
- Finish Clear Anodized



#### 4.6.2. WALL

This section refers to the interior walls of a lease hold.

#### Acceptable Materials

- o Tile
- o Natural Stone
- Wood (All wood must be kiln-dried and Class A fire treated)
- Metal (approved metals include bronze brass, copper, stainless steel, pewter, nickel, iron, aluminum, & chrome)
- Paint (all paints and coatings must meet the VOC limits identified Exhibit D)
- o Mirror
- Display walls ("slat-wall")

# Prohibited Materials

- Pegboard walls/fixturing system
- o Field painted aluminum
- 4.6.3. WALL BASE

The Project Sponsor shall provide a consistently maintained wall base, a minimum of 6" high, of an appropriately durable material, throughout the entire visible interior.

#### Acceptable Materials

- o Ceramic Tile
- o Stone Tile
- Wood (All wood must be kiln-dried and Class A fire treated)



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# o Stainless Steel

## Prohibited Materials

- Pre-finished metals other than stainless steel
- o Plastic Laminate
- Rubber or vinyl base (exception: back of house areas)

#### 4.6.4. FLOORING

All flooring transitions between two different materials shall be detailed with the appropriate stainless steel transition strip for the materials. In all wet areas, the Project Sponsor must provide a durable, cleanable flooring surface, epoxy grout must be used on tile, and a waterproof membrane must be installed.

#### Acceptable Materials

- o Porcelain Tile
- o Ceramic Tile
- Natural Stone (must maintain a friction coefficient of 0.6. Stone shall be sealed, as appropriate, for the particular stone.)
- o Terrazzo
- o Stained Concrete
- Wood (All wood must be kiln-dried and Class A fire treated)
- Luxury Vinyl Tile (LVT)
- High performance commercial carpet (acceptable on a case by case basis for limited uses. Carpet tiles preferred. Broadloom may be considered for certain applications. Carpet must be CRI Green Label Plus. All adhesives must meet the VOC limits identified in Exhibit D)

#### Prohibited Materials

- Sealed concrete (exception: storage areas)
- Vinyl composite tile (VCT) (exception: back of house areas)
- Rubber tile (exception: back of house areas)
- o Sheet vinyl
- Low grade carpet

#### 4.6.5. CEILING

#### Acceptable Materials

- o Painted gypsum wallboard
- Wood (All wood must be kiln-dried and Class A fire treated)
- o Suspended metal
- Acoustical ceiling tile (must have a tegular "rabbeted" edge)
- Exposed ceiling open to the structure (acceptable on a case by case basis)



## 4.7. SPECIFIC FINISH ZONES

#### 4.7.1. TICKETING

Tenant modifications in the ticketing area are limited to the following items:

• Logos on the digital screens, mounted on the wall behind the ticket counters, may be modified, subject to RTAA approval.



- The ticket counter casework may be modified, using like finishes, to accommodate Tenant equipment. When vacating the ticket counter lease hold, the casework must be returned to the original condition.
- The interior of the ticket counter casework may be modified to accommodate Tenant equipment. When vacating the ticket counter lease hold, the casework must be returned to the original condition.



4.7.2. TERMINAL CAR RENTAL COUNTERS



Reno-Tahoe Airport Authority AIRPORT IMPROVEMENT GUIDELINES Tenant modifications in the car rental counter area are limited to the following:

- Logo signage can be mounted on the wall behind the car rental counters (must be reviewed and approved by the RTAA prior to installation).
- The interior of the car rental counter casework may be modified to accommodate Tenant equipment. When vacating the ticket counter lease hold, the casework must be returned to the original condition.





## 4.7.3. HIGH MOUNTAIN MARKETPLACE

### Design Control Zone

- The Design Control Zone is approximately a 5 foot deep transition space, starting at the tenant lease line and extending into the concourse. The finish selection in this area is controlled by the RTAA and certain elements must be retained during any remodel of the Tenant space.
- Finishes that must be retained include:
  - Grey tile on floor
  - Grey tile on columns/walls
  - Painted gypsum board ceiling
  - "High Mountain Marketplace" signage element
  - "Wood" tile on wall
- Other Tenant storefront elements may be permitted to protrude into this zone at the discretion of the RTAA and shall be reviewed on a case by case basis.





# 4.8. ROOF

### 4.8.1. EQUIPMENT

- Project Sponsor rooftop equipment shall be installed directly over the associated lease hold, unless it is not physically possible, and must be set back from the edge of the roof by a minimum of 6 feet.
- Grease pad frame system and pads are required to be installed around all rooftop kitchen exhaust fans.
- Design shall be conducted in conformance with requirements contained in Section 7.14 ROOF.

### 4.8.2. ANTENNAS

- Antennas shall be installed per the attached Exhibit E.
- RTAA must approve placement of all antennas.
- Obstruction Evaluations / Airport Airspace Analyses (OE/AAA) will need to be filed via the FAA website (refer to section 5.2.2 for more information) for the installation of any equipment:
  - Which will emit frequencies and do not meet the conditions of the FAA Co-Location Policy or
  - Which will emit frequencies and are in proximity to a navigational facility or navigational aid.

# 4.9. STRUCTURAL

- Seismic restraints are required on all walls, ceilings, light fixtures, conduit, plumbing, and other ceiling suspended equipment or fixtures, in accordance with the appropriate construction code. Structural bracing must be installed on all studs over 12 feet long.
- Modifications to structural elements of the building, including framing, braces, floor decks, roof diaphragms, and shear walls require RTAA and City of Reno review and approval.

#### 4.10. ELECTRICAL

#### 4.10.1. ELECTRICAL REQUIREMENTS

- All work shall be done in accordance with the currently adopted edition of the National Electrical Code (NEC), including all applicable Northern Nevada Amendments.
- A New Electrical Installation Form shall be completed for all new electrical (Exhibit F).
- All circuits must be labeled, per the format indicated on the New Electrical Installation Form.
- Project Sponsor's Engineer must perform due diligence and field verification during design.



- All new light fixtures shall be LED fixtures. Exceptions may be made for decorative lighting.
- Depending on the size and scope of the project, some Project Sponsors will be required to set sub-meters for power, gas, and water.
- No MC cable is allowed, except for equipment and lighting whips less than 6 feet.
- All electrical wire shall be copper.
- All transformers shall have copper windings.
- All exposed wiring that is not in use shall be removed (above or below grade). If the wiring is in use, it shall be installed in conduit.
- All abandoned conductors and conduits shall be removed back to the source.
- Transformers shall be rated to meet or exceed bus rating of panel boards.
- All electrical conduits shall have a separate (green) ground wire. An equipment ground wire shall be pulled with all new circuits.
- All wiring shall be installed in conduit and identified (e.g., telephone, electrical, paging, EMS, etc.). Refer to color chart in section 4.10.2.
- All fittings shall be steel compression type. Die Cast fittings and set screw fittings are not allowed.
- Flex cable is allowed in cabinetry and existing wall retrofits. Coordinate with RTAA Project Manager.
- All underground electrical over 600 volts shall be identified on the drawings in conduit and encased in red colored concrete.
- Rigid Steel conduit and fittings shall be used for all exposed exterior conduits. All conduits shall be installed with insulated ground bushings and rigidly supported using approved conduit hangers, unistrut, or all thread as required.
- Exposed wiring trays or conduit will only be permitted under specific approval.
- EMT conduit and fittings shall be used for conduit inside of walls or above the ceiling.
- Underground conduits shall be PVC (schedule 80) electrical conduit.
- No conduit shall be run within the building slab. For slab on grade, conduits shall be run at a minimum of 12" below slab.
- The minimum size diameter for all conduits is 3/4".
- Minimum conductor size shall be #12AWG. Branch circuit conductors exceeding 75 feet from the source panel shall be increased to allow for voltage drop. Maximum allowable voltage drop for branch circuit conductors is 3%.
- The installation of circuit breakers in a panel board that would result in less than 25% available future spare pole spaces is prohibited (Does not apply to RTAA projects). New panel boards and associated transformers shall be installed under these circumstances at the Project Sponsor's



expense. Panel boards shall be 3 phase 42 pole space min. (208/120volt 200amp, 480/277volt 400amp) or as directed by the RTAA.

- Telephone installation shall not have any components in common with the power or lighting installation.
- Telephone boards shall be A-C grade or better, void-free plywood, 2.4m (8 ft.) high with a minimum thickness of 19mm (3/4 trade size). The plywood shall be installed with the "C" surface facing the wall. The plywood shall left unpainted with a fire-rated stamp showing. Securely fasten the plywood to wall-framing members.
- Single overhead conduit runs shall be supported with a minimum ¼ allthread and a conduit hanger. Screw anchors shall be used in concrete and pan deck. Shot pins are not permitted. For multiple overhead runs utilize trapeze method. Provide 25% spare room in trapeze for future. Batt wings not permitted.
- All new electrical panels to be double hinged.
- All conduit to be mounted as high as possible above ceiling and in exposed drive area soffits.
- Provide flexible section in conduit when crossing an expansion joint.
- Fire-stopping is required at all penetrations through fire rated walls, so that the rating is maintained, using 3M Fire Seal or approved equal.
- All suspended equipment, lighting fixtures, panelboards, switchgear, and conduit runs over 2" shall be seismically braced.
- All wiring devices shall be 20A, specification grade, color to match adjacent existing devices. Devices connected to emergency circuits shall be red in color.
- All device plates in finished areas shall be nylon, color to match adjacent existing devices/cover plates. Devices in non-finished areas (i.e. equipment rooms, storage rooms, etc.) and kitchens shall be stainless steel.
- All device cover plates (switches and receptacles) shall be provided with a self-adhesive label indicating the panel and circuit the device is fed from.
- All major pieces of electrical equipment (i.e. panelboards, switchboards, transformers, etc.) shall be of the same manufacturer.

# 4.10.2. ELECTRICAL CONDUIT COLOR CODES

All conduit shall be identified in accordance with the RTAA Electrical Conduit Color Codes.

- Red is not to be used for anything other than Fire Alarm.
- Conduits with non-current carrying conductors such as Data, Phone,
   Radio, WiFi and such will be white with a stripe.
- All terminations and pull boxes to be marked with the system type and Owner.



• Conduits to be marked within 12 inches of every pull box, every 10 feet, and on each side of a wall.

Building System	Color	Notes
Fire Alarm	Red	
Building Controls	Blue	
PA System	Orange	
ACAMS	Green	
ACAMS	Green w/ Black Stripe	
ACAMS/Fiber	Yellow w/ Blue Stripe	
CCTV	Black	
Data/Phone	White	Small runs shall be white w/ written Owner ID
800 MZ	White w/ Blue Stripe	
Verizon	White w/ Black Stripe	
WiFi	White w/ Green Stripe	
IGT	White w/ Purple Stripe	
TSA	White w/ Yellow Stripe	

# 4.11. DATA/TELECOM

### 4.11.1. EQUIPMENT

- Project Sponsor communication equipment (i.e. wire hub, connection field, line buffer, media converter, etc.) may be permitted to be located in RTAA IDF Rooms. Subject to approval by RTAA TIS and availability of floor/wall space.
- Project Sponsor equipment that is large and/or heat producing (i.e. server, telephone system, etc), shall be located with the Project Sponsor's lease space.
- Server racks located on the first floor are to be mounted a minimum of 18" above finish floor.
- There shall be no active electronic devices installed above the ceiling. Exceptions will be at the RTAA's discretion on a case by case basis.

#### 4.11.2. WI-FI

• Project Sponsor shall adhere to an RF plan if they rollout Wi-Fi.

# 4.11.3. FIBER OPTIC CABLING

• The RTAA can provide fiber optic cabling from the main distribution frame (MDF) to the intermediate distribution frame (IDF) closest to the Project Sponsor's improvement area, at a rental rate of \$0.05 per pair, per square foot of the improvement area.



• The project Sponsor, at its sole cost, is required to provide any needed connectivity into their improvement area from the IDF closest to their area.

## 4.11.4. VACATING A SPACE

- Any fiber optic cable installed shall be retained for use by RTAA.
- Ceiling mounted speakers shall be retained for use by RTAA.
- All other equipment, wiring, and cables shall be removed back to the source, unless noted otherwise by the RTAA.

# 4.12. ACCESS CONTROL & SECURITY SURVEILLANCE

- The Project Sponsor shall be responsible for the cost to relocate, reprogram, add any new equipment, and/or purchase additional licenses for the access control and security surveillance systems if affected by their project.
- The Project Sponsor's A/E shall identify the RTAA surveillance camera locations on the construction documents for coordination and verification of sight lines.

### 4.13. MECHANICAL

# 4.13.1. MECHANICAL REQUIREMENTS

- Project Sponsor's Engineer must perform due diligence and field verification during design.
- If an existing HVAC system is to be modified or retrofitted, the Contactor shall provide an air balance report of the final condition to the RTAA Project Manager at the completion of the project. Air balance shall be performed by an AABC Certified Air Balance Contractor.
- All duct construction and installation shall be per the latest SMACNA standards.
- All piping shall be identified with pipe markers.
- All equipment outside of the immediate lease space shall be clearly marked with the equipment usage and name of Project Sponsor/owner.
- Project Sponsor's mechanical equipment located on the roof shall be installed directly above their lease space, when possible, and minimum of 6 feet from the edge of roof.
- Flexible duct can only be used for the last 5 feet of a duct run and cannot be used as an elbow in the middle of a duct run.
- All new HVAC controls shall be as manufactured by Delta Controls, Inc. and shall interface with the Airport's existing Delta DDC system, unless approved otherwise in writing by the RTAA.
- Fiberglass duct is not allowed.



- Round duct must be spiral.
- Quadrant locking devices are acceptable for use on dampers of square duct only for all other applications, ensure shaft to control damper is raised to avoid damage to surrounding insulation.
- Locate remote condensers for kitchen equipment on the roof, a minimum of 6 feet from edge of roof.
- All supply ductwork must be installed with insulation. It shall be internal to duct or it shall be foil faced if it is on the exterior of the duct.
- Access panels are required at relief valves, mixing valves, isolation valves, dampers, filters, and any other piece of equipment that requires maintenance.
- Fire-stopping is required at all penetrations through fire rated walls, so that the rating is maintained, using 3M Fire Seal or approved equal.
- Specialty equipment, including kitchen exhaust hoods and Ansul fire suppression systems, shall conform to the current building codes and Health Department requirements.

# 4.14. PLUMBING

# 4.14.1. PLUMBING REQUIREMENTS

- A New Plumbing Installation Form shall be completed for all new plumbing connections (Exhibit G).
- Saddle taps are not permitted.
- Water heaters shall have drain pans.
- Water heaters shall not sit directly in a drain pan.
- All piping shall be identified with pipe markers.
- PVC piping shall not be used above ground or in exposed locations. Schedule 20 or lighter is not allowed under the ground.
- All new floor drains must include installation of a trap primer with access panel where required
- Cold water piping below slab shall be type K soft copper with no joints below slab.
- All above ground copper piping shall be Type L or heavier with soldered or brazed joints only. Type M is permitted only for condensate drainage.
- Metal jacketing shall be used on plumbing of exterior of building. Any plumbing on the exterior of the building shall be heat traced where risk of freezing is present.
- Kitchen drains to be tied to grease interceptors.
- When tapping into existing utilities, a future stub and valve shall be supplied.
- All trenches shall be compacted at 95%.

- All hot and cold water lines are to be insulated with minimum 4 lb density fiberglass insulation. Minimum insulation thickness: cold water = ½", hot water = 1".
- Fire-stopping is required at all penetrations through fire rated walls, so that the rating is maintained, using 3M Fire Seal or approved equal.
- Domestic hot water piping, domestic cold water piping, and waste piping below ADA accessible plumbing fixtures shall be insulated with "Truebro" Lav Guard Protective Pipe Covers, molded closed cell vinyl pipe covers, with vandal resistant snap-clip fasteners and ASTM E-84 flame/smoke test rating of 25/450.
- Access panels are required at relief valves, mixing valves, isolation valves, dampers, filters, and any other piece of equipment that requires maintenance.
- Depending on the size and scope of the project, some Project Sponsors will be required to set sub-meters for power, gas, and water.

### 4.15. **PROPRIETARY SYSTEMS**

### 4.15.1. LIFE SAFETY & FIRE ALARMS

Only Delta Fire Systems can add, modify, or remove devices on the existing RTAA life safety system. The software and hardware associated with the system is proprietary.

	Duala Mala da
Delta Fire Systems	Brain Malone
	(775) 359-0396 (office)
	(775) 225-3105 (cell)
	Brian.malone@deltafiresystems.us

#### 4.15.2. BUILDING AUTOMATION CONTROLS

Only Johnson Controls and ATC can add to or modify the existing RTAA building automation control system. The software and hardware associated with the system is proprietary.

Johnson Controls, Inc.	Tom Agricola
	(916) 964-7259
ATC Inc. (Delta)	Gary Larkin
	(775) 826-7700

# 4.15.3. PUBLIC ADDRESS (PA) SYSTEM

Only Com Net, Inc. can add, modify, or remove devices on the existing RTAA public address system. The software and hardware associated with the system is proprietary.



Com Net, Inc.

Stephen Rohrig (937) 247-2624 (office) (937) 609-2016 (cell) Stephen.rohrig@sita.aero

#### 4.16. FIRE & LIFE SAFETY

#### 4.16.1. PORTABLE FIRE EXTINGUISHERS

The Project Sponsor is required to provide their own portable fire extinguishers within the contracted lease space. The quantity, type, and location must be in compliance with NFPA 10.

### 4.17. AIRLINE KIOSK STANDARDS

Any passenger self check-in ticketing kiosk, self bag-tag kiosk, cash conversion kiosk, or any other type of airline kiosk that is not incorporated into the existing ticket counters and is a stand-alone type of equipment will be installed at the sole expense of airline and will either be placed:

- Directly in front of a ticket counter position(s), in a "pod" formation emanating from the ticket counter, or oriented in an east/west configuration in the airline's queuing area(s) no less than 6 feet from the face of the ticket counters and no closer than 4 feet from the main circulation corridor.
- If more than one kiosk is to be installed, they will be in-line and parallel to the next kiosk.
- If installed in the existing ticket counters and/or modified to accommodate installation, the airline is responsible for restoring the ticket counter cabinetry to its original condition prior to the installation/modification.
- The number of kiosks to be installed and locations will be reviewed and approved by the RTAA.
- Airlines are responsible for all power and data installations to the kiosks and will be installed per RTAA standards and direction under a Tenant Improvement Permit process. All power and data cabling to kiosks located in the ticket lobby queuing area will come from the ticket counter (unless otherwise negotiated and agreed upon).
- If kiosks are not immediately placed in front of the existing counters or in a "pod" formation, airline will install all power and data which will be placed in conduit and inset into the lobby floor below surface grade and terminated into a receptacle that will be flush with the floor finish or no more than 1/4" above surface grade. Airline is responsible to return the lobby floor to its original condition upon removal of the kiosk(s).



- Locations of stand-alone kiosks in the queuing areas will not block or impede access to the ticket counter bag scales.
- Kiosk placement and the queuing of passengers using the kiosks will in no way impede the flow of passengers in the common use areas, including the main circulation corridor, or impede the passenger flow in the adjacent airline queuing areas.
- Stand-alone kiosks can also be co-located in the south end of the bag claim area on the east wall (see attached diagram for location) at the airline's sole cost and expense.
- The design, colors and materials of the kiosks should match the existing décor of the ticketing area/terminal as much as possible, and the design will be submitted to the RTAA for review and approval prior to installation.
- Other furnishings approved by the RTAA such as tables, waste receptacles, etc. that are placed in the Airline Ticket Counter queuing area shall be charged at an appropriate size (4'x4', 2'x2', etc.) and at the Airline Ticket Counter rental rate, as it may be adjusted throughout the fiscal year.


# **SECTION 5: PERMITS & APPROVALS**

#### 5.1. PERMITS

#### 5.1.1. CITY OF RENO BUILDING DEPARTMENT PERMIT

A City of Reno Building Department Permit is required for improvements including, but not limited to:

- Structural modifications
- Roof modifications
- Electrical modifications
- Mechanical modifications
- Plumbing modifications
- Life safety system modifications
- o New walls
- Existing wall modifications
- New openings
- Existing opening modifications
- Elements suspended from the ceiling/structure
- Major demolition

#### 5.1.2. HOT WORK PERMIT

An RTAA Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipes, and Welding.

#### Obtaining A Permit:

- The Contractor must notify the RTAA Project Manager no less than 24 hours prior to any hot work being performed.
- The Facilities PM will meet the Contractor onsite and perform an inspection of the required precautions found on the permit application (Exhibit B).
- When the Facilities PM is satisfied that the site meets all the required precautions, they will issue a Hot Work Permit.
- The permit is only good for 24 HOURS and must be returned to the Facilities PM at the end of that time period.
- If the work was not able to be completed within the permitted 24 hours, then a new permit must be issued.

# 5.1.3. CONFINED SPACE PERMIT

An RTAA Confined Space Permit is required when an individual is entering a space that has limited or restricted means of exit or entry and is not designed for continuous occupancy. Confined spaces include, but are not limited to: tanks, vessels, silos, storage bins, hoppers, vaults, pits, manholes, tunnels, equipment housings, ductwork, pipelines, etc.



# Obtaining A Permit:

- The permit application must be obtained from and submitted to the RTAA Fire Department at the ARFF Building located at the end of Riley Ave, no less than 24 hours in advance. A copy of the application is located in the exhibit section for your reference (Exhibit C).
- The permit is only good for 12 HOURS and must be returned to the ARFF building at the end of that time period. If the work was not able to be completed within the permitted 12 hours, then a new permit must be issued.

#### 5.1.4. DUST CONTROL PERMIT

Dust Control Plans and Permit are required for any surface disturbance of 1 or more acres.

#### Obtaining A Permit:

- Dust Control Permits are obtained through the Washoe County Health District Air Quality Management Division.
- An application and conditions of the permit can be found at: <u>https://www.washoecounty.us/health/programs-and-</u> <u>services/air-quality/forms-and-applications/index.php</u>
- The permit is valid for 18 months from the date of approval

#### 5.1.5. NPDES STORM WATER DISCHARGE PERMIT

National Pollutant Discharge Elimination System (NPDES) storm water discharge permit is required for discharges from construction activities that **disturb 1 or more acres.** 

#### **Obtaining A Permit:**

- NPDES Permits are obtained through the Nevada Division of Environmental Protection (NDEP).
- An application and conditions of the permit can be found at: <u>http://ndep.nv.gov/bwpc/storm\_cont03.htm</u>
- The permit requires the development of a Storm Water Pollution Prevention Plan (SWPPP) prior to construction activity beginning.

#### 5.2. AGENCY APPROVALS

#### 5.2.1. NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) APPROVALS

Any new on-airport construction or paving project, generally with the exception of interior-only projects, will require approval by the FAA under the National Environment Policy Act of 1969.

• The Project Sponsor must contact the RTAA Planning Division to determine if and/or what level of NEPA documentation and approvals are required by the FAA.



- If NEPA documentation is required for a project, the minimum level of documentation is a Categorical Exclusion (Cat Ex).
- An application must be submitted to the FAA for approval and can be found at:

http://www.faa.gov/airports/central/environmental/catex/

5.2.2. NOTICE OF PROPOSED CONSTRUCTION OR ALTERATION (FAA FORM 7460-1)

Any proposed construction of a new building or structure, including antennas, as well as temporary construction equipment and activities, such as cranes, concrete pumps, etc., must have a completed Federal Aviation Administration (FAA) form 7460-1 "Notice of Proposed Construction or Alteration" for the project.

- A 7460-1 is not required for projects that are interior remodels only.
- Application may be filed electronically at the FAA's Obstacle Evaluation website:
  - https://oeaaa.faa.gov/oeaaa/external/portal.jsp The EAA typically takes a minimum of three months to
- The FAA typically takes a minimum of three months to process a 7460-1 form and issue a determination.



# **SECTION 6: CONSTRUCTION PROCESS**

#### 6.1. CUSTOMER SERVICE IMPACT PLAN (CSIP)

- Prior to the commencement of construction, a CSIP must be created by the RTAA Project Manager assigned to the project and approved by RTAA Executives.
- A CSIP is a document that outlines the operation details, potential issues, and corrective action items of a project.
- In order for the RTAA Facilities PM to complete the CSIP, they will need the following information from the Project Sponsor/Contractor:
  - o Contractor Name
  - o Project Schedule
  - o Phasing
  - Any Operational Impacts

#### 6.2. MEETINGS

6.2.1. PRE-CONSTRUCTION MEETING

The pre-construction meeting is the final step for approval of the Tenant Improvement Permit Application and issuance of a Notice to Proceed.

#### Required Attendees Include:

- o Project Sponsor Representative
- o General Contractor and Sub-Contractor Representatives
- Airport Representatives

#### Items to be discussed include:

- Project Scope
- o Schedule
- Airport Safety & Security
- Required Documents (See Item 6.3 for list)
- Project Specific Concerns
- o Work Hours
- Noise & Dust Control
- Contractor Haul Routes & Staging Areas

#### 6.2.2. PROGRESS MEETINGS

The frequency of progress meetings could vary depending on the size, scope, and time frame of the project. Typically they occur weekly.



Items to be discussed include:

- o Schedule
- Safety, Environmental, Operations, & Security
- o Submittals
- o RFI's
- o Old Business
- o New Business

#### 6.3. REQUIRED DOCUMENTS

The following documents shall be submitted to the RTAA Project Manager prior to issuance of a Notice to Proceed:

- o Project Schedule
- o Safety Plan
- o 24-Hour Telephone List
- o Copies of Permits
- Performance & Payment Bonds
- o Insurance Certificates
- Project Close-out Deposit

#### 6.4. PERFORMANCE & PAYMENT BONDS

Before commencing any construction, site development, or demolition, the Project Sponsor shall furnish to the RTAA, performance and payment bonds, approved as to form and surety by the RTAA, with Project Sponsor's Contractor(s) as principals.

- Each bond shall be in a sum not less than 100% of the amount of the contract, securing the Project Sponsor's completion of the work in accordance with the plans and specifications approved in writing by the RTAA.
- The bonds shall also guarantee the payment of employees' wages and benefits, subcontractor's contracts, materials, supplies and equipment used in the performance of the work, and shall protect the RTAA from liability, losses, or damages arising therefrom.
- Project Sponsor shall ensure that the RTAA is an additional oblige of its principal and surety under such bonds.



#### 6.5. INSURANCE REQUIREMENTS

The chart on the following page is a simplified outline of the RTAA design and construction insurance requirements. An exhibit outlining the full requirements will be provided by the assigned RTAA point of contact.

The Contractor will provide the following insurance coverage for himself, all subcontractors, suppliers, material, men, and any and all others accessing the project on the Contractor's behalf:



	LANDSIDE (RNO / RTS)						
	construction/non const.	construction	construction				
Risk Assessment	low risk	medium risk	high risk				
(A) COMMERCIAL GENERAL LIABILITY Limits: per occurrence / general aggregate	\$1M/\$2M	\$5M/\$5M	\$10M/\$10M				
(B) BUSINESS AUTOMOBILE COVERAGE Limits: per occurrence	\$1M	\$2M	\$5M				
(C) PROFESSIONAL LIABILITY (A/E Only) Limits: per claim / per location aggregate	\$1M/\$2M	\$5M/\$5M	\$10M/\$10M				
(D) POLUTION LEGAL LIABILITY (Contractor's Only) Limits: per claim / per location aggregate		\$1M/\$2M					
(E) BUILDER'S RISK (Contractor's Only)	Limit equal to the	full insurable value or maxim	um probable loss				
(F) WORKER'S COMPENSATION/ EMPLOYER'S LIABILITY	Minimum statutorily required limits/\$1M minimum per occurrence						

	TERMINAL AIRSIDE (RNO Only)							
	non-construction	construction/non const.	construction					
Risk Assessment	low risk	medium risk	high risk					
(A) COMMERCIAL GENERAL LIABILITY			1.7.85.11					
Limits: per occurrence / general aggregate	\$2M/\$3M	\$5M/\$5M	\$10M/\$10M					
(B) BUSINESS AUTOMOBILE COVERAGE	5.5	( etc )	· · · · · · · · · · · · · · · · · · ·					
Limits; per occurrence	\$1M	\$2M	\$5M					
(C) PROFESSIONAL LIABILITY								
Limits: per claim / per location aggregate	\$2M/\$3M	\$5M/\$5M	\$10M/\$10M					
(D) POLUTION LEGAL LIABILITY (Contractor's Only)								
Limits: per claim / per location aggregate		\$1M/\$2M						
(E) BUILDER'S RISK (Contractor's Only)	11.7	12 . S. C. R. 18.	12022					
	Limit equal to	the full insurable value or maximum	probable loss					
(F) WORKER'S COMPENSATION/ EMPLOYER'S	Contraction of the		DEDUCTION 1					
LIABILITY	Minimum statu	torily required limits/\$1M minimum	per occurrence					

LOW RISK: LIMITED TO NO EXPOSURE TO THE PUBLIC, LIMITED TO NO INTERACTIONS WITH AIRPLANES, GENERALLY SMALLER DOLLAR PROJECTS/SERVICES AND/OR WITH FEWER EXTENUATING RISKS / CIRCUMSTANCES TO RTAA

MEDIUM RISK: LIMITED EXPOSURE TO THE PUBLIC, LIMITED INTERACTIONS WITH AIRPLANES, GENERALLY MID-SIZE DOLLAR PROJECTS/SERVICES AND/OR WITH FEWER EXTENUATING RISKS / CIRCUMSTANCES TO RTAA

HIGH RISK: HIGH EXPOSURE TO PUBLIC, POTENTIAL HIGHER EXPOSURE TO INTERACTIONS WITH AIRPLANES, GENERALLY LARGER DOLLAR PROJECTS/SERVICES AND/OR WITH MORE EXTENUATING RISKS / CIRCUMSTANCES TO RTAA

	The Insurance company must have an A.M. Best rating of A-VII or better
NOTES;	The Reno-Tahoe Airport Authority, its Board of Trustees, Engineer/Architect, and Authority's officers, agents, employees, and related entities shall be named as additional insured on the Contractor's general liability and automobile liability insurance policies, using a separate additional insured endorsement to the policy
	With respect to Worker's Compensation and Employer's Liability, such coverage shall waive rights of subrogation in favor of the RTAA, Its Board of Trustees, Engineer/Architect, and Authority's officers, agents, and employees, using an endorsement to the policy



# 6.6. PROJECT CLOSE-OUT DEPOSIT

Prior to RTAA issuing a Notice to Proceed (NTP) for construction, the Project Sponsor must submit a project close-out deposit. The deposit will be in the amount of \$7,500 or 10% of the contract, whichever is greater. The deposit shall be in the form of Cashier's Check or Bond. The deposit will be returned to the Project Sponsor in full once the following items have been completed:

- Punch list items corrected & accepted by RTAA Project Manager
- Record drawings submitted & approved by RTAA
- Airport badges returned & verification that payment is not outstanding

#### 6.7. SUBMITTALS

The Contractor shall submit at least 4 copies of each shop drawing and product data to the Project Sponsor's A/E and RTAA Project Manager, or submit electronically, with copies provided upon request.

#### 6.8. CONSTRUCTION PROGRESS PHOTOGRAPHS

6.8.1. GENERAL

The Contractor shall take photographs using the maximum range of depth of field, and that are in focus, to clearly show the work. Photographs with blurry or out of focus areas will not be accepted.

#### 6.8.2. DIGITAL IMAGES

Submit digital images as recorded in the digital camera, without alteration, editing, or modifications using image-editing software. Include date and time in filename for each image. Provide images in uncompressed TIFF or Jpeg format, produced by a digital camera with minimum sensor size of 4.0 mega-pixels, and at an image resolution of not less than 1024 by 768 pixels.

#### 6.8.3. PRECONSTRUCTION PHOTOGRAPHS

Before starting construction, take photographs of the project site and existing conditions, including items to be removed during construction, from different vantage points.

#### 6.8.4. PERIODIC CONSTRUCTION PHOTOS

Take five (5) digital photographs daily, for each day that occurs on the site. Photographs should illustrate the progress of the work, ongoing and completed construction, special project conditions or procedures, and items to be concealed in the work.



# 6.8.5. FINAL CONSTRUCTION PHOTOGRAPHS

Take ten (10) digital photographs after date of substantial completion.

# 6.8.6. SUBMITTAL REQUIREMENTS

Submit photographs for informational purposes on a weekly basis during the course of the project. Submit all photographs as a part of Record documents with the Project Close-out Documents.

# 6.9. PUNCH LIST

Prior to the RTAA performing a punch walk of the project, the Contractor shall have completed their contract work and performed internal quality control. The Contractor shall provide a punch list of any incomplete items at the time of the RTAA punch walk to the RTAA Project Manager for reference.

# 6.10. FINAL ACCEPTANCE

Once the RTAA Project Manager is satisfied that all the items on the punch list have been addressed, they will issue a Notice of Completion. This signifies the Airport Authority's final acceptance of the project. Some projects may also require a Certificate of Occupancy from the City of Reno Building Department before occupancy can take place.

# 6.11. RECORD DOCUMENTS

6.11.1. DOCUMENT REQUIREMENTS (Level 2 projects only)

The Contractor shall maintain on site, a set of contract documents showing all deviations from original design. These marked-up Red-Line documents shall be incorporated into the original contract documents at the end of the project.

The documents shall be prepared as follows:

- Remove all deltas and clouds
- Remove all previous entries in the Revision Block and type in "Record Drawings" at the bottom of the Revision Block
- Update the date in the Revision Block to reflect the date of preparation

# 6.11.2. SUBMITTAL REQUIREMENTS (Level 2 projects only)

The Project Sponsor shall submit the record documents to the RTAA Project Manager within **90 days after substantial completion**. The Project Sponsor shall submit one set of conformed Record Documents in pdf format. Combine all individual files into one single pdf file. The Project Sponsor shall submit conformed CAD drawings. CAD files must conform to section 3.2.2 of this document.



# SECTION 7: CONSTRUCTION REQUIREMENTS

#### 7.1. PROFESSIONAL REQUIREMENTS

7.1.1. CONSTRUCTION SERVICES

All construction work at Reno-Tahoe International Airport must be performed by a State of Nevada licensed Contractor with the appropriate classification for the proposed project.

#### 7.2. AIRPORT SAFETY

7.2.1. EMERGENCY CONTACT

The Airport's 24-hour emergency service phone number is **328-6999, NOT 911**. Emergency fire and medical services are available onsite.

7.2.2. HOSPITAL

Location of the nearest hospital: Renown Regional Medical Center, 1155 Mill St.

#### 7.2.3. MSDS SHEETS

The Contractor is required to maintain up-to-date MSDS sheets at the jobsite location where the material is being used. See section 7.11.1 for more details.

#### 7.2.4. FIRE EXTINGUISHERS

The Contractor is responsible for providing an adequate number of portable fire extinguishers, current on inspection and readily accessible at the jobsite.

#### 7.2.5. FIRST AID KITS

The Contractor is responsible for providing an adequate number of first aid kits readily accessible at the jobsite.

#### 7.2.6. FALL PROTECTION

All personnel shall wear and use personal fall protection equipment (safety harnesses/belts and lanyards) when working in the following conditions:

- At heights of more than six (6) feet above grade
- Operating powered manlifts (boom truck, lift truck, etc.)
- On scaffolding and platforms that do not meet the minimum OSHA requirements for walking and working surfaces,

#### 7.2.7. PROHIBITED ITEMS

• **No Smoking** - Smoking is not allowed on the jobsite. Smoking is only allowed on Airport property in designated smoking areas.



- **No Weapons** Weapons are not allowed on Airport property. Weapons are not allowed in personal or company vehicles parked on Airport property.
- **No Alcohol** Alcohol is not allowed on Airport property. Alcohol not allowed in personal or company vehicles parked on Airport property.
- **No Dogs** Dogs are not allowed on Airport property. Dogs are not allowed in personal or company vehicles parked on Airport property.

# 7.3. AIRPORT SECURITY

- 7.3.1. GENERAL
  - The Federal Government has established strict and detailed security requirements that all air carriers and airport operators must comply with to guard against terrorist acts and other threats to civil aviation security.
  - Airport Security personnel, Transportation Security Administration (TSA) officials, Reno-Tahoe Airport Authority Police Officers, Airport Operations personnel, Construction Administration personnel, Airport Maintenance personnel and Airport Facilities personnel monitor airport Contractor activities; however, it is the responsibility of the Contractor, and the designated Chief of Security if applicable, to ensure compliance with these requirements. The Contract Manager, Airport Security, and Airport Operations will insist on the total adherence to all applicable Federal, State, City and Airport rules and regulations.

# 7.3.2. PERIMETER FENCE

- Airport Security approval, in the form of an approved temporary Airport Security Plan (ASP) amendment, is required for any proposed modifications to the airport perimeter security system. Security fencing and/or gate construction shall be in conformity with applicable Transportation Security Regulations (TSRs) and Federal Aviation Administration (FAA) Advisory Circular(s) that are available at the Airport Operations Division. Integrity of the perimeter fence and gate system shall be strictly maintained at all times. There shall be no exceptions.
- The ASP amendment will be submitted to the TSA for final approval, which typically takes one week.
- Spaces between gate end posts to fence support posts shall not exceed two inches. Spaces from fence end posts to adjacent building structures shall not exceed three inches. Spaces beneath fencing shall not exceed two inches from the bottom of the fence fabric to surface grade. A four foot clear zone must be maintained on both sides of the perimeter fence. The clear zone applies to temporary storage of equipment, material, supplies, and vehicles, as well.
- See Exhibit H for construction details.



- 7.3.3. GATE SECURITY
  - If the project requires access through the airport perimeter fence, the Contractor:
    - Shall use only designated perimeter access gates and follow a preapproved travel route.
    - May be issued and responsible for badges allowing access to predetermined and approved gates.
  - Contractor provided gate guards, if required, will be approved by Airport Security and trained by Airport Operations.
  - Gates shall be locked when not manned by a gate guard.
- 7.3.4. DOORWAY SECURITY
  - The Contractor shall:
    - Never allow a security access door to be propped open unless a guard is posted at the door to prevent unauthorized access. Guards must be approved by Airport Security.
    - Notify Airport Communications (AirComm) of the need to prop open a door, requesting to disable the alarm, and providing information on what badged person will remain in escort of the door and what time the door will be closed. At completion, the Contractor shall contact AirComm again to re-arm the door.
    - Not modify a security access door closure device or automatic locking mechanism except as provided under the terms of any resulting agreement. All security access doors must close and lock automatically.
    - Never use an emergency exit (alarmed door) for access, unless authorized by Airport Security or Airport Operations.
    - Complete a Tool Control Form (Exhibit I) when working within a sterile area (i.e., within the terminal buildings, beyond the security screening checkpoint), for all prohibited items entering and exiting the sterile area. This inventory shall be made available to Airport Security or Airport Operations (or a designated representative) for verification of compliance.

# 7.3.5. AIRPORT IDENTIFICATION BADGES

- <u>General</u>
  - Airport security identification badges are required for individuals to be allowed unescorted access to the restricted, secured areas of the Reno-Tahoe International Airport. All individuals accessing or moving within the restricted, secured areas must either possess and properly display a valid picture RNO ID Badge or be under approved escort AT ALL TIMES while in these areas.
  - There shall be at least one Contractor supervisor/foreman with a picture RNO ID Badge in each work area at all times.



- Escort means to accompany or supervise an individual who does not have unescorted access authority to areas restricted for security purposes, as defined in the Airport Security Program, in a manner sufficient to take action should the individual engage in activities other than those for which the escorted access is granted. The escort or other authorized individual can take responsive actions.
- RNO ID Badges are issued to specific individuals and are not transferable. Random ID checks may be made at any time by Airport Authority Police, Airport Security, Airport Operations, and TSA.
- **Obtaining A Badge** 
  - A picture RNO ID Badge is authorized by Airport Security. The Airport Badging Office (ABO) will issue badges.
  - Go to http://www.renoairport.com/airport-authority/badging to download the appropriate Airport Badge Application Form.
  - Contractor may be required to designate at least one, but no more than three individual(s) to serve as an Authorized Signatory for badging purposes. These individuals are required to meet the requirements for badging and must also undergo additional Authorized Signatory training.
  - A Fingerprint-Based Criminal History Access Investigation and a Security Threat Assessment are required for all picture RNO ID Badge applicants. Investigations will be performed by Airport Security at a current cost to the Contractor of seventy-five dollars (\$75.00) per applicant. Additionally, Contractor is responsible for the following supplementary ID costs: twenty-five dollars (\$25.00) for interactive training and fifty dollars (\$50.00) for the RNO ID badge. Total badging cost is \$150.00 per applicant.
  - PAYMENT IS DUE AT THE TIME OF BADGE PICK-UP. Excludes capital projects with security deposit included in contract.
  - When the Contractor submits an application for a RNO ID Badge, the Contractor is certifying to the best of their knowledge and judgment that:
    - To the best of their knowledge, there are no discrepancies between what the applicant stated versus what the Access Investigation may reveal; and
    - The applicant is eligible to have unescorted access to restricted areas of the airport and is not a security risk.
  - Security training and testing is required for all picture RNO ID Badge applicants. Security education consists of an interactive electronic training program.
  - Renewal of an ID badge is required annually and costs between \$25.00 and \$75.00 (depending on access level).



- The current replacement fee for a lost or misplaced badge is \$50.00.
- Wearing A Badge
  - When working in restricted areas of the airport, continuous display of a valid RNO ID Badge is MANDATORY for all personnel. The only exception is personnel who are working under the direct supervision of a badged individual or are under escort.
  - The badge shall be worn on an individual's outermost garment, at waist level or above, so as to be readily visible by casual observation. The ID badge shall not be covered by other identification or clothing.
- <u>Surrendering A Badge</u>
  - All RNO ID Badges shall be surrendered at the completion of the project, or at the direction of Airport Security, Airport Operations, or the project or contract manager.
  - Companies that fail to return RNO ID badges at the conclusion of a project will be charged an additional \$150 by the RTAA and are liable for up to \$10,000 in civil penalties from the TSA.
- <u>Challenge Procedures</u>

Complying with approved challenge procedures is the responsibility of ALL individuals issued a RNO ID Badge. All Contractor personnel issued a RNO ID Badge, not just foremen and supervisors, shall challenge anyone in restricted areas of the airport not properly displaying a RNO ID Badge, or under approved escort. Challenge procedures are explained in the security-training program.

# 7.3.6. DRIVING ON AIR OPERATIONS AREA (AOA)

- Vehicle Identification & Markings
  - All vehicles that are operated without escort on the Air Operations Area (AOA) shall be marked so as to be readily identifiable. The Contractor's Company logo, name or other distinctive markings, as approved by Airport Security or Airport Operations, shall be visible from both sides of the vehicle at all times while on the AOA. Magnetic decals or painted logos are acceptable to comply with this requirement. Homemade paper, cardboard or hand-printed signs/logos are not acceptable and do not comply with this requirement.
  - Yellow rotating rooftop beacons are required for any Contractor vehicle operating on the AOA at night, or in inclement weather.
- Vehicle Control



- Properly authorized vehicles having official business on the airport may operate within specified areas of the AOA. Vehicles shall not be operated upon any movement area unless authorized and escorted by Airport Operations.
- Vehicles are restricted to the Contractor's work location and within the prescribed travel (haul) route. All vehicles shall follow the prescribed travel route and the identified Vehicle Service Roads. All traffic control signs and instructions shall be adhered to at all times.
- AOA Driver Training
  - All individuals who operate any type of vehicle on the AOA, with the exception of those under escort, MUST possess a valid RNO AOA Driver endorsement. Individuals requesting the privilege to drive a vehicle on the AOA must be authorized by Airport Security and Airport Operations. All AOA driver applicants must successfully complete an approved AOA driver training program administered by Airport Security or Airport Operations. AOA driver applicants will be tested on their knowledge of AOA driving rules and regulations. Successful applicants will be issued a RNO AOA Driver endorsement on their RNO ID Badge at the ABO. Airport Security and/or Airport Operations may revoke AOA driving privileges at any time.
  - The operator of any vehicle, who drives onto a movement area without authorization from Airport Operations, is in violation of a major safety/security rule and will have their driving privileges permanently revoked.
- 7.3.7. ESCORTING VEHICLES
  - Vehicle escort procedures are as follows:
    - The driver of the vehicle performing the escort shall have a picture RNO ID Badge and a RNO AOA Driver endorsement.
    - Approved escort procedures shall apply to the driver and the vehicle being escorted at all times, as authorized by Airport Security or Airport Operations.
    - The definition of a vehicle escort is: in view and under the positive control of those responsible for the escort at all times.
  - The movement, positioning and parking of exceptionally large, tall, or slow vehicles (i.e. a large crane, vehicles carrying an oversize load, backhoes, Earth movers, dump trucks, etc.) shall be coordinated with and authorized by Airport Operations.

#### 7.3.8. PENALITES/FINES

Each violation of the RNO Airport Security Program subjects the Contractor to a potential civil penalty assessment by the TSA. Civil penalties are assessed at a minimum of ten thousand dollars (\$10,000) for each violation occurrence. Fines



levied against RNO due to the actions of a Contractor, or any of its employees or subcontractors, will be withheld from the Contractor's final payment or reimbursed to RNO by the Contractor, as appropriate.

# 7.4. CUSTOMS & BORDER PROTECTION FEDERAL INSPECTION STATION

- 7.4.1. PROCEDURES
  - The CBP FIS is located between Concourse C and the Cargo Buildings.
  - Red lines painted on the pavement around the N1 pad and the area in front of the CBP FIS is designated a "PROHIBITED ZONE".
  - When CBP is processing an international flight, the PROHIBITED ZONE may not be breached, either on foot or in a vehicle.
  - Barriers with signage, placed on the vehicle service road, are visual cues that the PROHIBITED ZONE is in effect and no one may enter the area without knowledge and permission of the CBP Port Director.



# 7.4.2. PENALTIES/FINES

- Failure to adhere to the documented procedure can result in fines up to ten thousand dollars (\$10,000) to you and/or your company, in addition to the following:
  - **First Violation:** Revocation of RNO security access badge for 24 hours.
  - Second Violation: Revocation of RNO security access badge for 72 hours.



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# 7.5. PARKING

- A limited number of company vehicles will be permitted to park airside. The location will be identified by the RTAA Project Manager during the pre-construction meeting.
- All company vehicles shall comply with section 7.3.6.1.
- No Personally Owned Vehicles (POV) are permitted on airside.
- All other vehicles will be required to be parked in an assigned staging area.
- Parking in the Vendor Parking Lot is only permitted with prior RTAA approval for small jobs (2 or 3 vehicles) or off-hour construction activities in the Terminal.

# 7.6. STAGING AREA

- At the Contractor's request, an assigned staging area will be identified by the RTAA Project Manager during the pre-construction meeting.
- The Contractor is responsible for placing his lock on the gate and giving an access key to the RTAA Project Manager.
- The Contractor shall be responsible for dust control of the area during construction and restoration of the area to pre-construction conditions, after project completion.
- The Contractor is responsible for the cleanliness of the area both during and after construction. Because of adjacency to the flight operations area, FOD (Foreign Object Debris) is a very sensitive issue and the Contractor will maintain the lot free of blowing debris and loose products which have any potential of reaching the flight line.
- Staging area must be cleaned and vacated within 30 days of project completion, or as otherwise directed by RTAA PM.

# 7.7. BARRICADES & TEMPORARY CONSTRUCTION WALLS

- Temporary construction walls shall be built in accordance with section 4.3 of this document. No deviations will be allowed without a formal written request, detailing the reason for deviation, and RTAA approval.
- Anything within public view inside the terminal must be properly barricaded. Yellow caution tape and/or construction tape is not permitted. Any work done within the terminal that may cause conflict with passenger movement must be approved by the RTAA Project Manager. Exceptions may be approved, based on project duration, hours of construction, and scope.

# 7.8. DUST CONTROL

#### 7.8.1. EXTERIOR

- The Contractor shall comply with all federal, state, and local air quality standards during construction.
- The Contractor shall be responsible for dust mitigation on the project site and assigned staging area, as well as application of palliative if needed.
- Washoe County District Health Department (WCDHD) dust control requirements and permits may apply to certain projects.

#### 7.8.2. INTERIOR

- Work performed inside the terminal shall be barricaded so dust cannot escape the work area.
- The Contractor shall provide a sticky pad on the exterior (public side) of the temporary construction wall door, and walk off mat on the interior (project side) of the door to prevent dust and foot prints leaving the construction site. The Contractor shall provide cleanup throughout the shift of any footprints.
- The Contractor shall cover HVAC supply and return air ducts in the work site during dust generating activities.

# 7.9. TEMPORARY CONSTRUCTION WAYFINDING

- Project Sponsor shall provide temporary RTAA approved wayfinding and signage for projects that disrupt passenger flow.
- It is at the discretion of the RTAA to supplement, change, or completely handle all temporary signage.

# 7.10. FLOOR COVERING PROTECTION

It is the responsibility of the Contractor to protect the existing floor finish, in and adjacent to the construction area, from any damage or soiling during the entire duration of the construction activity. Floor protection begins immediately during the preparation for construction, regardless of the level of activity anticipated.

# 7.10.1. CARPET

- <u>Temporary Carpet Removal</u>
  - The Contractor has the option to remove the carpet tiles from the construction zone.
  - The RTAA is available to remove, store, and reinstall the carpet tiles with a formal request through the RTAA Project Manager. The



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- Plastic Barrier
  - Plastic barrier may only be used in areas within the barricaded work site.
  - A plastic barrier of minimum 14 mils shall be secured to the carpet to guard against dust, debris, and staining.
  - The tape is strongly recommended to be a gaffers tape that does not leave an adhesive residue.
  - It is the Contractor's responsibility to ensure the integrity of the protective barrier, remediate any breaches immediately, and clean any soiled areas at the end of the daily shift.

# 7.10.2. POST-CONSTRUCTION CONDITIONS

- At the conclusion of construction, the existing floor finish must be returned to service in the same condition as prior to construction beginning.
- Any cleaning required is the responsibility of the Contractor.
- Pre-construction conditions must be identified by the RTAA PM and the Contractor prior to the start of the project, or it will be the responsibility of the Contractor to correct any deficiencies before closing out the contract.

#### 7.11. RESTRICTED HOURS OF OPERATON

Loud noise and vibration producing work is limited to the hours of 12:00am to 5:00am.

# 7.12. HAZARDOUS MATERIALS

#### 7.12.1. ENVIRONMENTAL SAFETY

- The Project Sponsor shall be responsible for maintaining an environmentally safe area during construction.
- The Contractor shall submit Material Safety Data Sheets (MSDS) to the RTAA Project Manager for <u>ALL</u> chemicals to be used on site. No chemicals will be offloaded until the appropriate MSDS has been to the Fire & Safety Specialist or the Shift Supervisor.
- It is the responsibility of the Contractor to dispose of all chemicals and their by-products as per state and federal regulations. It is also the Contractor's responsibility to assure that all containers are labeled in accordance with DOT, NFPA, and /or OSHA standards, whichever is applicable.



 During construction of projects, any unanticipated hazardous materials, waste or contaminated soils encountered during demolition or construction shall be immediately brought to the attention of the RTAA Project Manager. The materials shall not be disturbed until proper designation has been determined.

# 7.12.2. SAMPLING

- The Project Sponsor shall be responsible for sampling and testing for hazardous materials.
- The Project Sponsor shall provide a copy of the results to the RTAA PM before any further construction work can commence.

# 7.12.3. ABATEMENT

- The Project Sponsor shall be responsible for the contracting and cost of abatement of any hazardous material found within their lease hold.
- Abatement may only be performed by a Contractor licensed by the State of Nevada to perform hazardous material abatement and demolition.

# 7.13. DEMOLITION REQUIREMENTS

#### 7.13.1. MATERIAL DISPOSAL

- The Contractor shall be responsible for providing and servicing dumpsters.
- Dumpsters are required to be covered at all times.
- Placement of dumpsters and debris haul routes will be identified by the RTAA Project Manager during the pre-construction meeting.
- Public elevators are not permitted for the movement of construction debris.

# 7.13.2. LANDFILL DIVERSION

- To the maximum extent practicable, Contractors are encouraged to divert construction waste from the landfill by utilizing salvage, reuse, and recycling.
- At a minimum, Contractors shall collect the following for diversion:
  - Metal (studs, backing, etc.)
  - o Cardboard
  - o Wood
  - o Concrete
- The Contractor shall designate a specific area at or near the construction site for the segregated collection of recyclable materials.
- The Contractor is required to track and report the recycling efforts to the RTAA Project Manager throughout the construction process.



• Quantities are typically reported in weight (tons) in the form of Recycling/disposal receipts.

# 7.14. FLOOR PENETRATIONS

- When the Project Sponsor's design requires floor penetrations to bring additional service to the space, it is the responsibility of the Project Sponsor and their Contractor to verify the area below is free from obstructions or other utilities running under the slab and there is no reduction of structural integrity. Relocation of obstructions, if approved by RTAA, will be done at the Project Sponsor's expense.
- If the Project Sponsor or their Contractor damages buried conduit, rebar, or anything else found in or below the slab, they are responsible for the engineering and repairs, as well as costs due to loss of services and other impacts.
- All penetrations and patches must meet the minimum floor fire rating.

# 7.15. ROOF

- 7.15.1. ACCESS
  - Any work requiring access to the roof must be approved by the RTAA Project Manager.
  - Prior to entering the roof, the Airport Communication (328-6600) must be notified via phone of the following:
    - Who/How many
    - o Purpose
    - o Duration

# 7.15.2. GENERAL

- All roofs shall be watertight at the end of each shift.
- Penetrations or attachments to the cap flashing are not allowed.
- Walkway pads shall be installed to all equipment and under all conduit supports.
- All penetrations shall have a roof penetration boot and required flashing (minimum height of 8"), per manufacturer recommendations.
- All cables shall be installed in rigid conduit and weather proof boxes.
- Conduits shall not be laid directly on the roofing membrane. Conduits shall be installed using rubber conduit supports.

# 7.15.3. EQUIPMENT

The use of a crane to install the rooftop equipment will require the submittal of a Form 7460-1 to the FAA. The approval process can take 6



to 8 weeks. The Contractor shall coordinate with the RTAA Project Manager with the following information:

- Maximum height of boom
- Location on site
- o Duration of use

#### 7.15.4. ROOFING SYSTEMS

- The Terminal roof systems are all Sarnafil single-ply PVC roof membrane.
- All penetrations or modifications to the roofing system shall be performed in accordance with manufacturer's requirements and must be reviewed by the RTAA Insurance provider, AIG.

#### 7.16. CONTRACTOR DAMAGE

- Any damage incurred to RTAA property by the Contractor shall be the responsibility of the Project Sponsor/Contractor to repair at their cost.
- Repairs for critical items, such as communications systems, electrical power, water leaks, etc. shall be done immediately, or within the duration approved by RTAA Facilities.
- Other less critical repairs must be completed within **14 days** of occurrence.
- If repair is not completed within the specified timeframe, the RTAA shall back charge the Project Sponsor.
  - See Exhibit J for RTAA Labor & Equipment Rate Sheet.



# **SECTION 8: SUSTAINABILITY PRACTICES & POLICIES**

#### 8.1. WATER EFFICIENCY & CONSERVATION

The following water efficiency and conservation practices and policies were developed to proactively improve water efficiency by reducing or eliminating potable water use indoors, in heating and cooling, and in construction practices, with the use of efficient fixtures and recycled water.

#### 8.1.1. GENERAL PRACTICE

- Decrease the demand for large volumes of water which could result in decreased overall maintenance and life-cycle costs, as well as reduced costs through lower water usage and lower sewage charges.
- Pressure test new plumbing systems and fixtures at a stage in construction when plumbing lines are easily inspected and leaks can be readily repaired.

#### 8.1.2. FIXTURES

- Reduce indoor water consumption for specified fixtures and fittings, including faucets, toilets, and urinals below code requirements.
  - The following table summarizes the maximum flow rates for indoor water fixtures in the United States per the U.S. Energy Policy Act of 1992, in gallons per flush (gpf), gallons per minute (gpm), and per square inch (psi):

Fixture	Maximum Flow Rate
Toilet	1.6 gpf
Urinal	1.0 gpf
Faucet	2.5 gpm at 80 psi
	2.2 gpm at 60 psi
Showerhead	2.5 gpm at 80 psi
	2.2 gpm at 60 psi

• All newly installed toilets, urinals, faucets, and showerheads that are eligible shall be WaterSense labeled fixtures.

#### 8.1.3. HOT WATER SUPPLY

- Use local generation of domestic hot water (i.e., tankless, on-demand hot water heating), as much as possible, to eliminate long piping runs associated with recirculation piping, unless connecting to an existing hot water recirculating system.
- Domestic hot water for general plumbing fixtures shall be designed for a temperature range between 120° F and 140° F.



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# 8.1.4. GROUND DISTURBANCE, DEMOLITION, & CONSTRUCTION

 Use reclaimed water on construction routes and other disturbed areas subject to surface dust generation. Reclaimed water supply is available on Airport property, for use by Contractors.

# 8.2. ENERGY EFFICIENCY & CONSERVATION

The following energy efficiency and conservation practices and policies were developed to maximize the energy efficiency of building systems through equipment technology, fuel efficiency, and building controls.

# 8.2.1. GENERAL PRACTICE

 Energy efficiency and conservation can be achieved by a combination of good building design and sensible building management and operational practices.

#### 8.2.2. EQUIPMENT

- Use energy efficient equipment, which meets or exceeds the following:
  - National Electrical Manufacturers Association (NEMA) premium efficiency motors.
  - Variable speed systems for all fans, pumps, and motors
  - ENERGY STAR<sup>®</sup> products.
- Comply with Federal Energy Management Program (FEMP )levels for commercial products not rated by ENERGY STAR<sup>®</sup>.

#### 8.2.3. LIGHTING

- Use lighting systems that consume less than one (1) watt/square foot for ambient lighting.
- Use Energy Star<sup>®</sup> approved and/or FEMP-designated energy efficient products or products that meet or exceed Department of Energy standards.
- Use daylight dimming and occupancy sensors on light fixtures where appropriate (i.e. in public areas).

# 8.3. MATERIAL CONSERVATION & RESOURCE EFFICENCY

The following material conservation and resource efficiency practices and policies were developed to reduce environmental impacts related to construction materials by minimizing use of virgin materials, increasing use of recycled materials, using rapidly renewable materials, using durable materials and looking for opportunities to reuse materials.



# 8.3.1. GENERAL PRACTICE

- Promote more efficient and effective construction phasing and staging, minimize construction duration, improve work zone safety, and minimize traffic and mobility impacts, resulting in a reduction of petroleum consumption and air emissions.
- Purchase and/or use materials and products in a way that reduces the amount of waste that is disposed of at landfills.
- Give preference to locally harvested, processed, and manufactured materials. Aim for procurement within 500 miles of the project site.
- Design with flexibility and longevity in mind.
- 8.3.2. MATERIAL REUSE
  - Reuse existing building stock and site infrastructure wherever possible.
- 8.3.3. RECYCLED MATERIALS
  - Incorporate materials with recycled content and increase market demand for building materials and products that incorporate recycled content.
  - Recycle cardboard, metals, brick, acoustic tile, concrete, plastics, clean wood, glass, gypsum wallboard, carpet and insulation.
- 8.3.4. RENEWABLE MATERIALS
  - Utilize wood materials certified under the Forest Stewardship Council's Principles and Criteria (FSC).
  - Utilize products made from rapidly renewable plants harvested within a 10-year cycle.
- 8.3.5. DURABLE MATERIALS
  - Evaluate potential of more durable, longer lasting materials and finishes to extend material life and reduce maintenance requirements.

# 8.4. INDOOR ENVIRONMENTAL QUALITY

The following indoor environmental quality practices and policies were developed to create an indoor environment that protects and enhances the health and comfort of the occupants of airport facilities.

# 8.4.1. GENERAL PRACTICE

 Indoor environmental quality principally addresses issues associated with indoor air quality, in particular good air circulation; suppression of dust, mold and other contaminants; and good temperature and humidity control—all of which benefit the health and well-being of building occupants.



# 8.4.2. BUILDING MATERIALS

- Achieve the threshold level of compliance with emissions and content standards for the product categories provided in Exhibit D.
- Use composite wood products certified as having no-added formaldehyde (NAF) based resins or ultra- low emitting formaldehyde (ULEF) resins.
- Protect absorptive materials from moisture damage when stored on site and after installation.

# 8.4.3. CONDITIONED/OCCUPIED SPACE

- Assure acoustic privacy and comfort by employing sound-absorbing material and equipment isolation.
- Consider thermal comfort with a maximum degree of personal control over temperature and airflow, wherever possible.
- Consider daylighting to maximize occupant comfort.

# 8.4.4. VENTILATION

- Supply an adequate quantity and quality of ventilation and intake of outside air to ensure acceptable indoor air quality.
- Control and manage indoor humidity to prevent airborne bacteria, mold and other fungi.
- Control disturbing odors through contaminant isolation and removal.
- During construction, filtration media with a minimum efficiency reporting value (MERV) of 8 shall be installed by the Contractor at each return grille within the construction area.
- Immediately prior to occupancy, the Contractor shall replace filtration media at each return grille with a product that has a MERV of 13.

# 8.5. SOCIAL RESPONSIBILITY

The following social responsibility practices and policies were developed to promote and enrich the airport's relationship with its community and region.

# 8.5.1. GENERAL PRACTICE

Airport improvements should aim to improve interactions with all stakeholders, including passengers, employees, airlines, and residents of neighboring areas. The category includes stakeholder relationships, employee practices and procedures, transportation practices, indoor environmental quality, and the well-being of employees and passengers.

# 8.5.2. SENSE OF PLACE

 Incorporate and promote a "sense of place" for airport patrons, ideally one that is recognizable in the context of the built environment.



- "Sense of place" can be defined as, a unique collection of qualities and characteristics 'visual, cultural, social, and environmental' that provide meaning to a location. It is what makes one city or town different from another, and what makes our physical surroundings worth caring about.
- Integrate the local environment and increase the airport's value as an attractive destination.



**SECTION 9: RESOURCES & EXHIBITS** 



**Reno-Tahoe Airport Authority AIRPORT IMPROVEMENT GUIDELINES**  Page | 64

# RENO-TAHOE AIRPORT AUTHORITY RENO -TAHOE INTERNATIONAL AIRPORT · RENO STEAD AIRPORT

For Internal Use Only

Permit #\_\_\_\_\_

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

# **EXHIBIT A - TENANT IMPROVEMENT PERMIT**

#### MINIMUM CONDITIONS OF APPROVAL

- 1. Tenant must submit a Scope of Work Statement to the RTAA for review. Upon acceptance, an Approval in Concept will be issued.
- 2. Tenant must submit Construction Documents to the RTAA for review. Upon final acceptance of design, an Authorization Letter will be issued.
- 3. Tenant/Contractor must comply with the RTAA Airport Improvement Guidelines (AIG) and must submit a signed Acknowledgement prior to Notice to Proceed.
- Contractor must submit insurance certificate(s) including separate endorsement naming the Reno-Tahoe Airport Authority (RTAA), its trustees, employees, agents and officers as additional insured (see Contractor's Insurance Requirements for full details).
- 5. Contractor must obtain and provide RTAA with copies of all City, County, Regional, State and Federal required permits prior to starting work.
- 6. Tenant and Contractor must attend a pre-construction meeting prior to starting work. Contact the RTAA assigned Project Manager to schedule the meeting.
- 7. Contractor must obtain RTAA Notice of Non Responsibility, provided by RTAA Airport Economic Development Department, which must be posted at the jobsite for the duration of the project along with approved RTAA Tenant Improvement Permit and any external permits.
- 8. Notice to Proceed shall be issued upon compliance with conditions of approval and any additional RTAA requirements. <u>No Work is authorized without the RTAA Notice to Proceed</u>.

# CONTRACTOR'S INSURANCE REQUIREMENTS

Due to the complexity of any and all airport related projects, insurance requirements may change based on a wide variety of circumstances. Therefore all projects will be reviewed and the appropriate level of insurance requirements will be established, for each individual project.

- 1. Modified Occurrence or Claims Made coverage is <u>not</u> acceptable.
- 2. Insurance Carrier must have a rating of AM Best of A V or higher.
- 3. Additional Insured Requirement: Reno-Tahoe Airport Authority, its Trustees, Officers, Agents and Employees are to be listed as Additional Insureds for the project, with a separate Additional Insured Endorsement.

#### Certificate Holder/Additional Insured Address

Reno-Tahoe Airport Authority, 2001 E. Plumb Lane, Reno, NV 89502



#### RENO-TAHOE AIRPORT AUTHORITY RENO-TAHOE INTERNATIONAL AIRPORT · RENO STEAD AIRPORT

# **TENANT IMPROVEMENT PERMIT**

THIS PORTION MUST BE COMPLETED BY TENANT					
Date:	Permit No:				
Tenant:	Project Location:				
Tenant Contact Name:	Phone:				
Tenant Address:	E-mail:				
Architect/Designer:	Architect/Designer's Address:				
Anticipated Start Date:	Anticipated Completion Date:				
CONTRACTOR'S INFORM	ATION				
General:	Nevada State Contractor's License #:				
Address:	Phone:				
	E-mail:				
Subcontractor:	Nevada State Contractor's License #:				
Address:	Phone:				
	E-mail:				
Subcontractor:	Nevada State Contractor's License #:				
Address:	Phone:				
	E-mail:				
Tenant's Signature:	Date:				
Contractor's Signature:	Date:				

#### RENO-TAHOE AIRPORT AUTHORITY RENO-TAHOE INTERNATIONAL AIRPORT · RENO STEAD AIRPORT

# **TENANT IMPROVEMENT PERMIT**

THIS SECTION TO BE COMPLETED BY RTAA STAFF ONLY					
Executed Lease Date:					
Contractor's Insurance Required	Received by:	Date:			
Proof of SIIS Coverage	Received By:	Date:			
Bonds Required	Received by:	Date:			
Permits Required	Received by:	Date:			
AIG Acknowledgement	Received by:	Date:			
Notice of Non-responsibility	Received by:	Date:			
Plans and Specifications on file in Engineering	Received by:	Date:			
AED Approval By:	Title:	Date:			
Project Description:		Permit No:			
Permit Approved By:	Title:	Date:			



# EXHIBIT B HOT WORK PERMIT

This Hot Work Permit is required for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: Brazing, Cutting, Grinding, Soldering, Thawing Pipes, and Welding. This Hot Work permit must be completed by a Hot Work Supervisor.

HOT WORK BEING DON	E BY:		
<ul> <li>◊ Airport Employee</li> <li>◊ Contractor</li> <li>◊ Other personnel working</li> </ul>			
START DATE:	TIME:	PERMI	Т #:
BUILDING NAME, BLDG	#, ROOM #, LOCATI	ON:	
NATURE OF JOB:			
I verify the above location h Precautions Checklist have l work. Permission is granted	as been examined, the been taken to prevent fi for this work.	precautions chec re, and permissio	ked on the Required on is authorized for
HOT WORK APPROVED	BY:		
Permit Expires	Date	Time	AM PM
Fire Detection Disabled		Reactiv	ated
Date/Time:			
Initial:			
THIS PERMIT SHALL BE PO	STED IN A VISIBLE LO	CATION WITHIN	HOT WORK SITE

# **HOT WORK PERMIT**

CAN THIS JOB BE DO IF NOT, ENS MAKE SURE SPRINKLERS ARE IN SEI This Hot Work Permit is required for any operation inv This includes, but is not limited to, Brazing, Cutting, G	NE WITHOUT HOT WORK, OR IN THE SHOP? SURE PRECAUTIONS ARE IN PLACE! RVICE AND FIRE EXTINGUISHERS ARE READILY AVAILABLE! volving open flames or producing heat and/or sparks. rinding, Soldering, Thawing Pipe, Torch-Applied Roofing, and Welding.
Note: The Required Precautions are not optional. The	ey are required for fire-safe hot work. Please explain all "No" responses below.
Note: The Required Precautions are not optional. The         Instructions         The Permit-Authorizing Individual must:         a) Verify precautions listed at right (or do not proceed with the work)         b) Complete and retain this page         c) Give the second page to the person doing the work.         Who, When, and Where?         Hot Work Being Done By         Employee         Contractor         Date       Job/Work Order No.         Location/Building and Floor         Nature of Job/Object         Name of Person(s) Doing Hot Work         I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.         Signature of Permit-Authorizing Individual         Permit Expiration         Expiration Date       Expiration Time         Mame of AssignedFIRE/SAFETY Watch         CheckBit has been taken to grave accelerations         CheckBit filte is the acceleration filteration Time         Mame of AssignedFIRE/SAFETY Watch         EMERGENCY 328-69999         THIS PERMIT IS GOOD FOR	Prequired pregures for fire-sage not work. Prease explain all "No" responses below.         Required Precautions Checklist         Available Sprinklers in Normal Automatic mode and valve open.         Hot Work equipment in good repair.         Assess 35 ft radial "sphere" of work for potential fire hazards:         Floors, work level and below, cleaned or protected.         All other combustibles removed or shielded from sparks.         • Clean horizontal surfaces (e.g. building structures, equipment, ducts, cable trays, etc.) above and below where possible.         • Remove flammable liquids, dust, lint, combustible waste, oil deposits, etc., where possible.         • If removal/cleaning is impractical, protect with fire-retardant covers, or shield with fire-retardant guards and/or curtains.         Transmission or conveying of sparks to adjacent areas eliminated or protected.         • Tightly cover wall/floor openings with fire-retardant material.         • Where openings cannot be sealed, suspend fire-retardant tarpaulins to help protect areas beneath.         • Isolate or shut down fans and conveyors to prevent the capturing and conveying sparks to other areas.         Explosive atmosphere eliminated or potential not present.         Work on walls, ceilings or enclosed equipment:         Construction materials verified as noncombustible and without combustibles on other side of walls relocated or protected.         Enclosed equipment cleaned and protected from all combustibles.         Continuous Safety watch provide
24 HOURS ONLY!	
Reno-Tahoe Airport Authority Airport Improvement Guidelines	Exhibit B

# EXHIBIT C - CONFINED SPACE PERMIT

RE	NO	-TA	HOE		POR	гΑ	UTI	HOR	RIT	Y				PERMI	т#			
PERMIT-REQUIRED CONFIN				INE	DS	D SPACE ENTRY DATE & TIME OF PERMIT												
SPACE # LOCATION OF SPACE				S	SPACE DESCRIPTION EXPIRATION DATE & TIME OF PERMIT													
HOT WORK PERMIT (IF REQUIRED) O YES O NO				W	WORK TO BE PERFORMED UNDER THIS PERMIT													
MSDS'S ATTACHED (IF REQUIRED) O YES O NO																		
ARE PERSONNEL TRAINED/QUAILIFIED O YES O NO																		
RESCUE STAND-BY REQUIRED O YES O NO																		
PRE-EN	TRY BR	IEFING (	CONDUCT	ED	O YES	D No												
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O COR	ROSIVE	0 S	HARP SUR	FACES	O SCRAP	NG		HYDRAU	LIC(S	) O LOCK	OUT / TA	GOUT O	DISCONN	IECT LINES	O Lo	CK PUMP &	& BLEEL	)
O TOX	IC	ΟL	OW OVER	HEAD	O CUTTIN	IG		PNEUMA	TIC(S	) O Lock	OUT / TA	GOUT O	DISCONN	ECT LINES	o Lo	CK COMPR	ESSOR &	& BLEED
O Dus	Г	0 V	ERTICAL I	DROP(S)	O Chippi	NG		ELECTRI	CAL	O LOCK	OUT / TA	GOUT O	BLANK	O BLOG	к & Ble	ED		
O ASBI	ESTOS	ΟT	emp: Hig	H/LOW	O SPRAY	CLEAN	ING	MECHAN	ICAL	O Disc	ONNECT	O BLOCH	LINKAGE	es				
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LIGHTI	NG EQU	IPMENT	(	) Flashlik	інт(s) О <b>с</b>	ORD LI	GHT(S)	O HE	LMET LI. Equi	LIGHT C	POWER	PLANT 00F & EQLIPPE	O POWE	R CORDS	О Отн	ER		
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START TIME         SAR #3         PSI         BOTTLE #3           END TIME         SAR #4         PSI         BOTTLE #4				۱ ۱	PSI													
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ORIGINAL – POST CONSPICUOUSLY Airport Improvement Guidelines

# **EXHIBIT D: VOC Limits**

Product Type	Referenced Standard	VOC Limit (g/L
		minus water)
Interior Flat Coating	Green Seal GS-11, 1993	50
Interior Non-Flat Coating	Green Seal GS-11, 1993	150
	Green Seal GC-03, 2nd	
Anti-Corrosive/Anti-Rust Paint	Edition, 1997	250
Clear Wood Finish: Lacquer	SCAQMD Rule 1113, 2004	550
Clear Wood Finish: Sanding Sealer	SCAQMD Rule 1113, 2004	350
Clear Wood Finish: Varnish	SCAQMD Rule 1113, 2004	350
Clear Brushing Lacquer	SCAQMD Rule 1113, 2004	680
Floor Coatings	SCAQMD Rule 1113, 2004	100
Primers, Sealers, and Undercoaters	SCAQMD Rule 1113, 2004	200
Shellac: Clear	SCAQMD Rule 1113, 2004	730
Shellac: Pigmented	SCAQMD Rule 1113, 2004	550
Stain	SCAQMD Rule 1113, 2004	250
Concrete Curing Compounds	SCAQMD Rule 1113, 2004	350
Faux Finishing Coatings	SCAQMD Rule 1113, 2004	350
Magnesite Cement Coatings	SCAQMD Rule 1113, 2004	450
Pigmented Lacquer	SCAQMD Rule 1113, 2004	550
Waterproofing Sealers	SCAQMD Rule 1113, 2004	250
Waterproofing concrete/ Masonry		
Sealers	SCAQMD Rule 1113, 2004	400
Wood Preservatives	SCAQMD Rule 1113, 2004	350
Low-Solids Coatings	SCAQMD Rule 1113, 2004	120*
Indoor Carpet Adhesives	SCAQMD Rule 1168, 2005	50
Carpet Pad Adhesives	SCAQMD Rule 1168, 2005	50
Wood Floor Adhesives	SCAQMD Rule 1168, 2005	100
VCT Adhesives	SCAQMD Rule 1168, 2005	50
Cove Base Adhesives	SCAQMD Rule 1168, 2005	50
Drywall & Panel Adhesives	SCAQMD Rule 1168, 2005	50

\*Measured in grams oc VOC per liter of material, including water.




## EXHIBIT F New Electrical Installation Form

Please provide us with as much information as possible so our computer records can be kept up to date.

Company/Contractor name:					
Date / /					
Name of Distribution Board you	will be adding	circuit	s or equipm	ent to:	
Type of equipment or circuit	Receptacles		Lighting	Sub-Panel	
	Signs		Heating	Cameras	
Comput	ter Equipment				
Other (Please Describe)		_			

## Please indicate Circuit Breakers/Switch numbers used

	Number	Phases	Amps	Existing	New	Equipment Connected
1		122.22	1.20	1000		
2						
3						
4						
5				1.3		
6						
7						
8				1		
9						
10						

# All circuits must be labeled!

**Please Label all circuits or equipment as shown below.** Example: If you connected a receptacle to Circuit Breaker 12 on Distribution Board 7P1 you would mark the receptacle plate for each receptacle connected to that circuit **7P1-12**.

### EXHIBIT G

#### New Plumbing Installation Form

#### Please provide us with as much information as possible so our electronic records can be kept up to date.

Today's Date: Click here to enter a date.						
CONTRACTOR INFORMATION						
Company:						
Address:						
City:		State:		ZIP Code:		
Business Phone (include area code) Fax (include area code)			Cell Phone	e (include area code)		
( ) -	( ) -		( )	-		

BRANCH CONNECTION INFORMATION					
Room number where branch connection was made:	Size of branch:	Hot Cold Sanitary Sewer			
Room number where branch connection was made:	Size of branch:	Hot Cold Sanitary Sewer			
Room number where branch connection was made:	Size of branch:	☐ Hot ☐ Cold ☐ Sanitary Sewer			

TYPE OF FIXTURES INSTALLED							
Fixture	Quantity	Туре	Model	Fixture Units	Supply Line Size	S.S. Size	Other
Water Closet							
Urinal							
Sink							
Flush Valve							
Faucet							
Grease Trap							
Sand Oil Interceptor							
Other:							
Other:							
Other:							
Comments:			1	1		1	







Extension Arm & Barb Wire:

#### NOTES

1. FENCE HEIGHT MUST MATCH EXISTING OR ADJACENT FENCE HEIGHT, AND CANNOT BE LESS THAN 8' TALL.

2. FENCING SHALL BE CHAIN LINK AND CONSIST OF GALVANIZED CHAIN LINK FABRIC ON STEEL POSTS.

3. ALL POST TOPS SHALL BE FITTED WITH SUITABLE FINIALS.

4. FABRIC SHALL BE FASTENED TO LINE POSTS WITH FABRIC BANDS SPACED APPROXIMATELY 14" APART AND TO TOP RAIL AND BOTTOM TENSION WIRE WITH HOG RINGS OR TIE WIRE SPACED APPROXIMATELY 24" APART.

5. ALL POST TOPS SHALL BE SET IN CONCRETE.

6. GATE FRAMES SHALL MEET THE MINIMUM REQUIREMENTS OF ASTM F900 1.90" NOMINAL (ROUND). GATE FRAMES SHALL BE WELDED CONSTRUCTION OR ASSEMBLED USING HEAVY FITTINGS.





# **Reno-Tahoe International Airport**

P.O. Box 12490 • Reno, NV 89510-2490 • (775) 328-6400 • (775) 328-6510

## EXHIBIT I TOOL CONTROL

All contractors and their subcontractors and their employees performing work in the sterile areas of the Reno-Tahoe International Airport shall be responsible for control and custody of all hand tools used in the performance of their work.

It is also understood that contractors and subcontractors and their employees will not be allowed through the security check points with tools in their possession. All access to the sterile areas while in possession of tools will be via ramp access and under escort.

Control and custody means having all hand tools under surveillance at all times unless said tools are under lock-and-key in a tool box or other storage unit that would not be accessible to anyone other than the contractor or his subcontractor.

Sterile areas of the airport are defined as any area of the terminal building that is beyond the security checkpoints.

I have read and agree to comply with the above statements.

Employee (Printed Name and Signature)

## EXHIBIT J: RTAA Labor, Materials, & Equipment Rates

The following rates will be charged to tenants, contractors, and vendors for work covered in current agreements or contracts:

Building Maintenance Technician or Maintenance Worker	\$75.00/hour
Building Services Janitor	\$60.00/hour
FM Building/Airfield Maintenance Supervisor	\$90.00/hour
FM Project Manager	\$125.00/hour
Man-lift	\$85.00/hour
Forklift	\$85.00/hour
Pick-up Truck	\$55.00/hour
Miscellaneous Equipment	\$100.00/hour
Heavy Equipment (Airfield Sweeper, etc.)	.\$175.00/hour

A standard "time and a half" overtime rate may apply depending on the scheduling request. It is the requestor's responsibility to inquire as to the rates for their particular request. Only person's authorized by the tenant to contractually obligate funds are allowed to schedule these work requests.

All equipment furnished shall only be used and /or operated by RTAA employees and their labor will be charged in addition to the equipment rate.

Some materials are available for use by a contractor. The RTAA must be reimbursed for any materials supplied by the RTAA for installation by a contractor.

Any and all material, rental, contractor, or subcontractor used by the RTAA at the tenants request will be charged at 15% above RTAA cost.

A minimum of one (1) hour will be charged and increments of  $\frac{1}{2}$  hours after that.

All work must be approved in writing by an approved Supervisor of the tenant or vendor prior to work being performed.