

Facilities Impact Request Form

Submission Date:		Rush? Y / N - If Y then Provide Justification	
Company: Primary Contract Holder with City of Dallas		DAS Project # (If known):	
CONTACT INFORMATION			
DAS Employee Contact Name	Phone	Email	
Contractor Primary Contact Name	Phone	Email	
Contractor Alternate Contact Name	Phone	Email	
PROPOSED ACTIVITY			
**Proposed Activity Start Date:		Proposed Activity Start Time:	
Proposed Activity End Date:		Proposed Activity End Time:	
**SUBMIT THIS FORM WITHIN FIVE (5) BUSINESS DAYS FROM THE PROPOSED ACTIVITY START DATE			
**SUBMIT COMPLETED FORM TO AVIFIR@dallascityhall.com			
Description of Proposed Activity:			
Anticipated and Potential Impacts of Proposed Activity:			
Impact Mitigation Plans for Proposed Activity:			
Location of Proposed Activity:			
Dallas Love Field - Airside		Specify areas of work	
Dallas Love Field - Landside		Specify areas of work	
Dallas Executive Airport (RBD)		Specify areas of work	
Vertiport (49T)		Specify areas of work	
REQUIRED QUESTIONS			
Do you possess a DAL Airport ID/Badge? Y/N		Will you be escorting others? Y/N	
Are you being escorted? Y/N		If Yes, by whom?	
Is vehicle access required? Y/N		*If Y, Airport Rules & Regulations apply	
Are tools/equipment being brought onsite? Y/N		*If Y, complete TOOL FORM and submit with FIR	
DIRECTIONS			
*Is a FAA Airspace Study (Form 7460-1) required? Y/N <i>If yes, all On Airport projects must be submitted through the Department of Aviation authorized individual. FAA Process typically takes 60-90 days to complete from date of submission.</i>			
*Contractor to notify the Airport Operations Center (AOC) at begin of work, end of work, and if work is rescheduled each day at 214-670-LOVE (5683).			
*Contractors must have work zones inspected and cleared at the end of each workday by Department of Aviation (DOA) Landside staff for interior terminal building work or by DOA Airside Operations for airside work. DOA Facilities staff must confirm return-to-service of any building systems that were taken off-line during work period. All inspections must be coordinated through AOC.			
*For all telephone or data cabling, coordinate with Owner at AOT@dallascityhall.com and your Communications Provider prior to install date.			
*ATTACH ALL SUPPORTING DOCUMENTS AND FORMS IF REQUIRED, WITH EMAIL			