



## **Construction Guidelines**

**Within the Central Passenger Terminal Complex at  
HARTSFELD-JACKSON ATLANTA INTERNATIONAL AIRPORT**

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# 1. INTRODUCTION

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## 1.1 Purpose

These Construction Guidelines establish the requirements, procedures, and standards governing all construction activities within the Central Passenger Terminal Complex (CPTC) at Hartsfield-Jackson Atlanta International Airport.

**These guidelines are intended to:**

- Ensure safe and code-compliant construction practices
- Maintain uninterrupted airport operations
- Protect existing infrastructure, systems, and assets
- Define coordination requirements among AATC, DOA, contractors, and stakeholders
- Standardize construction execution, inspection, and turnover processes

**These guidelines apply to all:**

- Contractors
- Subcontractors
- Vendors
- Consultants

performing work within the CPTC.

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## 1.2 History

AATC was established for the primary purpose of operating and maintaining the Central Passenger Terminal Complex at Hartsfield-Jackson Atlanta International Airport.

**AATC's responsibilities include:**

- Heating, ventilation, and air conditioning (HVAC) systems
- General building maintenance
- Fire alarm and suppression system maintenance

- Vertical transportation systems
- Utility management
- Cleaning services

In coordination with the Department of Aviation (DOA) Planning and Development, AATC supports construction activities while ensuring continuous operational readiness for airline carriers and passengers.

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### 1.3 Mission Statement

AATC is committed to delivering world-class performance in airport facility maintenance and operations.

Through innovation, responsiveness, and excellence, AATC provides outstanding value to its shareholders, customers, and stakeholders.

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### 1.4 Authority and Governance

**All construction activities within the CPTC are subject to the authority of:**

- AATC
- Department of Aviation (DOA)
- City of Atlanta

**These guidelines are enforced in conjunction with:**

- Approved construction documents
- DOA design standards
- Applicable regulatory codes

**Where conflicts exist:**

- The most stringent requirement shall govern
- 

### 1.5 Applicable Codes and Standards

**All work shall comply with the latest adopted versions of:**

- National Fire Protection Association (NFPA) codes
- National Electrical Code (NEC)
- Occupational Safety and Health Administration (OSHA) regulations
- City of Atlanta building codes and amendments
- DOA design and operational standards

These guidelines do not replace governing codes but supplement them with facility-specific requirements.

---

## 1.6 Definitions and Acronyms

- AATC – Airport Authority Terminal Complex
- DOA – Department of Aviation
- CPTC – Central Passenger Terminal Complex
- BMS – Building Management System
- USR – Utility Service Request
- TAB – Test and Balance

Additional project-specific definitions may apply.

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# 2. ROLES AND RESPONSIBILITIES

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## 2.1 AATC Responsibilities

### **AATC shall:**

- Review construction documents and submittals
- Coordinate operational impacts of construction activities
- Manage and approve Utility Service Requests
- Provide access control and escort services where required

- Conduct inspections and walkthroughs
- Review and approve project closeout documentation

**AATC reserves the right to:**

- Halt work that impacts operations or safety
  - Require corrective actions for non-compliant work
- 

## 2.2 Department of Aviation (DOA) Responsibilities

**DOA shall:**

- Provide planning and development oversight
  - Review and approve construction activities
  - Ensure compliance with City of Atlanta requirements
  - Coordinate with airport stakeholders and regulatory entities
- 

## 2.3 Contractor Responsibilities

**The Contractor shall:**

- Perform all work in accordance with:
  - These guidelines
  - Approved construction documents
  - Applicable codes and standards
- **Coordinate all activities with:**
  - AATC
  - DOA
  - Affected stakeholders
- **Maintain:**
  - Safety
  - Cleanliness

- Operational continuity
- **Submit all required:**
  - Requests
  - Documentation
  - Notifications

**The Contractor is responsible for:**

- Means and methods of construction
  - Protection of existing systems
  - All damages resulting from their work
- 

## 2.4 Subcontractors and Vendors

**All subcontractors and vendors shall:**

- Operate under the direction of the General Contractor
- Comply with all requirements of this document

**The General Contractor remains fully responsible for:**

- Actions of subcontractors
  - Compliance with all requirements
- 

## 2.5 Stakeholder Coordination

**Stakeholders may include:**

- Airlines
- Concessionaires
- Airport operations
- Security and safety departments

**Contractors shall:**

- Coordinate all work that impacts stakeholders

- Obtain approvals where required
  - Minimize disruption to operations
- 

## 3. GENERAL CONSTRUCTION REQUIREMENTS

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### 3.1 Work Hours

**Standard construction hours:**

- 11:00 PM – 5:00 AM
- Sunday night through Friday morning

**Any deviation requires prior approval from:**

- AATC
  - DOA
  - Affected stakeholders
- 

### 3.2 Airport Access

**All personnel and materials shall access the airport through:**

Guard Post #70  
1485 Sullivan Road  
Atlanta, GA 30337

All deliveries must be coordinated through this location.

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### 3.3 Construction Scheduling

**Contractors shall:**

- **Coordinate construction schedules with:**
  - AATC
  - DOA

- CPS
- ATL Next

**Schedules must be submitted prior to:**

- Mobilization
  - Any work impacting operations
- 

## 3.4 Key Control

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### 3.4.1 Key Checkout

- Keys issued only to authorized personnel with valid ATL badges
  - Requires submission of Key Check-Out Authorization Form
  - Driver's license must be left during checkout
- 

### 3.4.2 Lost Keys

- **Contractor is responsible for all issued keys**
  - **Lost keys will result in:**
    - Replacement costs
    - Rekeying costs (if required)
- 

### 3.4.3 Key Return

- **All keys must be returned at project completion**

Failure to comply may delay project closeout.

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## 3.5 Elevator Usage

- **Freight elevators shall be used for:**
  - Material deliveries

- Construction activities
- **Use of passenger elevators are prohibited**

**Contractors shall coordinate:**

- Scheduling
  - Protection measures
  - Weight limitations
- 

### 3.6 Storage of Equipment and Materials

- **Storage is prohibited in:**
  - Electrical rooms
  - Mechanical rooms
- **Must comply with:**
  - NFPA
  - NEC
  - OSHA
- Public-facing storage requires approval

**Contractor shall:**

- Maintain cleanliness
  - Restore areas to equal or better condition
- 

### 3.7 Aerial Lifts

- Storage must be coordinated with AATC and DOA
- Not permitted in public-facing areas

**All lifts must display:**

- Company name
- Project name

- 24-hour contact information

Contractor responsible for:

- Facility protection
  - Proper usage
- 

### 3.8 Housekeeping and Cleaning

- Contractors are responsible for cleaning all work areas
- Areas must remain free of debris at all times

**Requirements:**

- Use floor protection (mats)
- Maintain passenger-facing areas

No cleaning services are provided for construction zones.

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### 3.9 Trash Removal

**Approved vendors include:**

- Waste Management – [www.wm.com](http://www.wm.com)
- MBA Waste Services – [www.mbawasteservice.com](http://www.mbawasteservice.com)
- Republic Services – [www.republicservices.com](http://www.republicservices.com)

**Requirements:**

- Contractors must provide their own dumpsters
- Dumpsters must be:
  - Covered
  - Maintained
  - Not obstruct existing compactors

**Typical pickup time:**

- **12:00 AM – 5:00 AM**

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### 3.10 Added Stock and Material Turnover

When required, contractors shall provide added stock materials at project completion.

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#### 3.10.1 Access Requirements

- Requires AATC escort
  - Must be scheduled at least one (1) week in advance
- 

#### 3.10.2 Material Requirements

**Contractor shall provide:**

- Transmittal prior to delivery
- Transportation of materials
- Proper labeling on all items

**Labels must include:**

- Date
  - Project name
  - Quantity
  - Project number
  - Product name
  - Installation location
- 

## 4. PERMITS, REQUESTS, AND APPROVALS

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## 4.1 Utility Service Requests (USR) – General Requirements

### 4.1.1 Applicability

A Utility Service Request (USR) is required for any work that impacts airport systems, infrastructure, or operations.

This includes, but is not limited to:

- Electrical system shutdowns or activations
  - Mechanical/HVAC system shutdowns
  - Fire alarm impairments (system or device)
  - Sprinkler system shutdowns
  - Water system shutdowns
  - Roof access and roof work
  - Ceiling access
  - Coring and penetrations
  - Lane closures
  - Escalator, elevator, or moving walkway interruptions
  - Access to controlled or high-risk areas (e.g., switchgear rooms)
- 

### 4.1.2 Submission Requirements

All Utility Service Requests shall:

- Be submitted through AATC’s EAMS system (**Hexagon**)
- Be submitted by the General Contractor or an authorized representative
- Be complete, accurate, and coordinated at the time of submission

To obtain access to Hexagon:

- Visit [www.aatc.org](http://www.aatc.org)
- Navigate to “Forms & Documents”
- Select “Utility/Shutdown Request Update”

- Follow the provided instructions
- 

### 4.1.3 Coordination Requirements

All requests must include confirmation of coordination with affected stakeholders.

Requests shall include language such as:

“Coordinated with [Entity Name] and received approval.”

Affected stakeholders may include:

- Airlines
- Tenants
- DOA Planning & Development
- AATC Operations
- Other impacted entities

AATC will:

- Perform an administrative review
  - Verify completeness and conflicts with operations
  - Forward the request for stakeholder review and final determination
- 

### 4.1.4 Review and Approval Timeline

- Minimum notice: **7 business days**
- Typical review window: **up to 15 business days**

The review period begins only after submission of a **complete and properly coordinated request**.

Requests may be denied if:

- Conflicts exist with airport operations
- Coordination is incomplete or inaccurate

**AATC shall not be responsible for project delays resulting from:**

- Denied requests
  - Incomplete or inaccurate submissions
  - Scheduling conflicts with airport operations
  - Failure of the contractor to properly coordinate with stakeholders
- 

#### 4.1.5 Approval Requirements

Prior to performing any work:

- Requests must be reviewed by **DOA Planning and Development**
- Work must be allowed by the **City of Atlanta**

**No work shall begin without an approved Utility Service Request.**

---

#### 4.1.6 Work Windows

Unless otherwise approved:

- System interruptions: **11:00 PM – 5:00 AM**
- Lane closures:
  - Typically Sunday night through Thursday night
  - No daytime closures permitted unless specifically approved

Lane closures are subject to case-by-case review.

---

#### 4.1.7 Request Validity

- Each USR is valid for **two (2) weeks**
  - Work extending beyond this duration requires a new request
  - Extensions may be considered on a case-by-case basis
- 

#### 4.1.8 Contractor Responsibilities

The Contractor shall:

- Assume full responsibility for all impacts, disruptions, or damages
- Remain on-site until all affected systems are restored and verified
- Coordinate daily with the AATC Communication Center:
  - Prior to beginning work
  - Upon completion of work

System verification will typically begin at **5:00 AM**.

---

#### 4.1.9 Fees and Billing

- Labor billed at actual hours worked plus **20% overhead**
- Example rate: **\$55.86/hour** (subject to change)
- Cancellation policy:
  - Failure to cancel at least **12 hours prior** results in a **\$500 no-show fee**

Failure to pay applicable fees may delay future approvals.

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#### 4.1.10 Daily Communication Requirement

Contractors shall coordinate directly with the AATC Communication Center on a daily basis.

At a minimum, contractors shall:

- Notify AATC prior to the start of work each day
- Notify AATC upon completion of work prior to leaving the site

Failure to comply with this requirement may result in:

- Suspension of work
  - Delays in future Utility Service Request approvals
- 

#### 4.1.11 Permit Exception for Minor Work

A building permit is not required for repair work with a total valuation of less than **\$2,500**, provided that:

- The work is classified as in-kind repair
- The work does not add to, alter, or modify the building or structure
- The work is otherwise compliant with all applicable codes and regulations

All such work remains subject to AATC and DOA review and approval requirements.

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## 4.2 System-Specific Utility Requirements

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### 4.2.1 Electrical System Utility Requests

Requests must include:

- Detailed description of affected electrical systems
- Identification of:
  - Breakers
  - Switches
  - Electrical loads to be interrupted
- Associated room numbers
- Panel directories

Requirements:

- Contractor shall remain on-site until system restoration is verified
  - Verification begins at **5:00 AM**
- 

### 4.2.2 Fire Protection System Utility Requests

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All life safety system requests shall include:

- Contractor name
- Applicable license information
- Certification numbers where required

Requests will not be reviewed without complete contractor licensing information.

#### **A. Fire Alarm System Requests**

- An independent contract with **AFA Protection** is required
- AFA shall:
  - Perform all system tie-ins
  - Provide fire alarm panels and equipment
  - Perform programming and testing

Contractor responsibilities:

- Provide all cabling and installation labor
- Coordinate with AFA prior to submitting the request
- Include proof of AFA coordination with submission

Requests will not be reviewed without proof of coordination.

Contractor must:

- Remain on-site until systems are restored and verified
- Verification begins at **5:00 AM**

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#### **B. Sprinkler System Shutdown Requests**

All sprinkler system work (wet or dry) shall be performed by a contractor holding a current State Certification number.

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#### **Scheduling and Availability**

- Shutdowns are limited and scheduled on a **first-come, first-served basis**
  - Work permitted **Sunday night through Friday morning**
  - **Wednesdays reserved for inspections and testing**
  - **No shutdowns scheduled for Wednesday nights**
-

## Utility Service Request Requirements

- Must identify the **correct sprinkler valve(s)** affected

Failure to do so will result in:

- Work not being performed
  - Contractor assuming **all AATC-related costs**
- 

## Temperature and Drainage Restrictions

- Wet system shutdowns shall not occur below **35°F**, unless:
    - Water is drained into approved containment (floor drain, manhole, etc.)
  - **No water shall be discharged onto the ramp** below 35°F
  - Exceptions reviewed case-by-case
- 

## Contractor Presence

- Contractor must remain on-site until:
    - System is restored
    - Proper operation is verified
  - Verification begins at **5:00 AM**
- 

## Documentation Requirements

- New heads: Provide drawings showing locations
  - Relocations: Provide drawings showing existing and proposed locations
- 

## System Modifications

- Hydraulic recalculations required for:
  - $\geq 10\%$  increase in heads
  - $\geq 10\%$  increase in coverage area

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## Fees

- Billed at **\$55.86/hour** (subject to change)
- 

### 4.2.3 HVAC System Utility Requests

Requests must include:

- Equipment numbers
- Room locations
- Areas impacted

Requirements:

- Contractor must remain on-site until system restoration is verified
- Verification begins at **5:00 AM**

Additional requirements:

- Any interruption to BMS communications requires a USR
  - Contractor responsible for BMS damage or required repairs
  - Return air intakes must be protected with **MERV 8 filters** during construction
- 

### 4.2.4 Piping System Utility Requests

Requests must include:

- Description of affected piping systems
- Identification of valves to be closed
- Services impacted

Contractor must:

- Remain on-site until system restoration is verified
  - Verification begins at **5:00 AM**
-

## 4.2.5 Roof Work Utility Requests

All roof work requires:

- AATC approval
- Use of an **AATC-authorized roofing contractor**

Submission requirements:

- Roof work authorization form
- Site location map
- Equipment cut sheets
- Pre-work photos with marked work areas

Post-work requirements:

- Completion photos
- Maintain roof integrity
- Fireproof all penetrations

AATC will:

- Verify contractor certification
- Coordinate with roof manufacturer for authorization

### **A. Roof Access Restrictions**

Roof access shall not be permitted under the following conditions:

- Active rain
- Lightning in the area
- High winds
- Sleet or snow

Roof access will not be allowed when:

- The probability of rain exceeds **30%**, based on current weather data (e.g., AccuWeather)

Final determination of roof access shall be at the discretion of AATC personnel.

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## B. Scheduling and Wait Time

- Contractors must arrive at the scheduled roof access time
- AATC or its authorized roofing provider may wait up to **15 minutes** past the scheduled time

If the contractor is not present:

- The provider may leave at their discretion
- A new request must be submitted to reschedule access

Emergency roof access may be provided based on personnel availability and may incur additional fees.

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### 4.2.6 Penetration (Wall/Floor/Roof) Requests

All penetrations must:

- Be reviewed and approved by AATC
- Be sealed with fire-rated materials

Submission requirements:

- USR identifying penetration type and affected tenant below
- Ceiling access request (if applicable)
- Ultrasound scans of work area
- Equipment cut sheets
- Site drawings
- Pre- and post-work photos
- Quantity and depth of penetrations

Additional requirement:

- Contractor must provide personnel monitoring the space below during work

## 4.2.7 Hot Work Requests

Hot work includes:

- Welding
- Brazing
- Cutting or grinding metal

Requirements:

- Atlanta Airport Fire Department permit (annual)
- Hot Work Request via Hexagon
- AATC Contractor Liaison approval

Operational requirements:

- Notify AATC before and after work
- Maintain **2-hour fire watch** after completion
- Contact AATC every hour during fire watch

Permit tags:

- Issued per occurrence
- Must remain visible at job site

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## 4.2.8 Other Utility Requests

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### A. Lane Closures

Must identify:

- Inbound or outbound lanes
- Direction (North/South/East/West)

Requirements:

- Work typically between **12:00 AM – 4:00 AM**
- Flagmen required

- Traffic control and signage required
- 

## **B. Flood Testing**

- Must be monitored:
    - 24 hours prior
    - During testing
    - After testing (minimum 3 days)
  - Contractor responsible for all damages
  - Occupants below must be notified before and after testing
- 

## **C. Vertical Transportation**

- All work performed by **KONE**
  - Independent contract required
  - Shutdown/startup controlled by KONE
  - Flagmen required during shutdown
- 

## **D. Utility Room Location Assistance**

Contractors may request assistance from AATC to locate utility rooms and building systems.

Requirements:

- Requests must be submitted through a Utility Service Request (USR)
  - This service is available on **Wednesday nights only**
  - Services are billed at the applicable hourly rate (subject to change)
-

## 4.3 Access to High-Risk Areas

High-risk areas include:

- Central Utility Plants
- Main Equipment Rooms
- Substations
- Georgia Power utility vaults
- Main switchgear rooms

Requirements:

- Approved Utility Service Request
- AATC escort required

Fees:

- Escort services billed at applicable hourly rate
- 

## 4.4 Ceiling Access Requirements

Access to ceiling systems within the CPTC shall be strictly controlled to protect system integrity and manufacturer warranties.

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### 4.4.1 General Requirements

- All ceiling access must be coordinated through the AATC Contractor Liaison
- Unauthorized access or access by untrained personnel is prohibited

Any unauthorized access or damage to ceiling systems may result in:

- Required manufacturer recertification
  - All associated costs billed to the contractor
-

#### 4.4.2 DOA DIT Coordination

Prior to submitting a Ceiling Access Request, contractors must obtain approval from the DOA Department of Information Technology (DIT).

DIT coordination:

- Email: **[nocoperators@atlanta-airport.com](mailto:nocoperators@atlanta-airport.com)**
- Phone: **404-209-5550**

Proof of DIT approval must be provided with the request.

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#### 4.4.3 Training Requirements

Access to certain ceiling systems requires completion of AATC-approved training.

- Main Terminal metal ceiling system requires mandatory training
- Contractors must provide proof of training completion prior to access

For training schedules:

- Contact AATC Contractor Liaison at: **[liaisons@aatc.org](mailto:liaisons@aatc.org)**
- 

#### 4.4.4 Ceiling System Handling Requirements

When removing or accessing ceiling systems:

- All remaining ceiling components must be properly secured
- Temporary supports must be verified for stability
- Each secured element must be tagged to confirm inspection

Failure to properly secure ceiling systems may result in:

- Safety violations
  - Required system recertification at contractor expense
- 

## 5. CONSTRUCTION EXECUTION STANDARDS

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## 5.1 General Requirements

All construction work shall:

- Comply with all applicable codes, including NFPA, NEC, OSHA, City of Atlanta requirements, and DOA standards
- Follow approved construction documents and specifications
- Be coordinated with AATC, DOA, and affected stakeholders

These guidelines are **not all-inclusive** and do not supersede governing codes or approved design documents.

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## 5.2 Electrical Work

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### 5.2.1 New Installations

All new electrical installations shall comply with the following:

- Minimum conduit size:  **$\frac{3}{4}$  inch EMT**
  - Only **compression-type fittings** are permitted
  - **Set-screw fittings are not permitted** under any circumstances
  - **MC cable, BX cable, and armored cable assemblies are prohibited** for permanent installations
  - All installations must comply with **DOA design standards**
- 

### 5.2.2 Existing Conditions

- Contractors shall notify AATC of any existing electrical installations that do not meet:
    - National codes
    - State codes
    - City of Atlanta codes
-

### 5.2.3 Concession Electrical Requirements

- All concession power must be fed from a **concession switchboard or panelboard**
  - Disconnects must be clearly labeled with:
    - Concession name
    - Space number
- 

### 5.2.4 Concession Metering

All concessionaires are required to provide electrical metering.

Requirements:

- Meters must be integrated into the **Building Management System (BMS)**
- Meters must be **BACnet compatible**
- Minimum acceptable model: **EMON DMON 3200**

Additional requirements:

- Concessions on Concourses **C, D, and F** must tie into Siemens metering switchboards or panelboards
  - Electrical Engineer must coordinate with AATC Concessions Coordinator prior to design
  - Electrical Contractor must coordinate prior to installation for:
    - Layout verification
    - Equipment location
    - Pricing and scheduling
- 

### 5.2.5 Meter Labeling and Commissioning

- All meters and breakers must be labeled with:
  - Concession name
  - Space number

Contractor shall:

- Submit final meter reading upon closure of existing space
  - Provide:
    - Meter number
    - Location
    - Activation/start-up date for new meter
- 

### 5.2.6 Equipment Identification and Cleanup

- All panelboards, transformers, and disconnects must have permanent labeling
  - Panel directories and conduit labeling must follow AATC standards
  - All abandoned:
    - Junction boxes
    - Conduit
    - Raceways
    - Data cablingmust be removed back to the point of service
- 

## 5.3 HVAC and Building Management Systems (BMS)

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### 5.3.1 Additions to BMS

When adding devices, equipment, or sensors:

- New data points must:
  - Follow existing naming conventions
  - Include complete descriptions
- Contractor shall:
  - Back up all programming prior to modifications
  - Provide notification to AATC before and after changes

- Include:
    - Full network address
    - Screenshots of new points
  - BMS databases (ADX/ADS) must be updated
  - Graphics must be updated where applicable
- 

### 5.3.2 Deletions from BMS

Prior to removal of devices:

- Contractor shall:
  - Back up all programming
  - Notify AATC of devices going offline, including network addresses

After removal:

- Devices must be removed from all system databases
  - Associated logic must be updated and backed up
  - Provide final documentation including screenshots and lists of removed points
- 

### 5.3.3 HVAC Equipment and Demolition

- Demolition of terminal boxes, sensors, and field devices must be coordinated with AATC
  - AATC must be given **72 hours** to retrieve salvageable BMS equipment
  - After 72 hours, unclaimed materials may be discarded
- 

### 5.3.4 HVAC Tie-ins

- AATC must be notified of:
  - Systems affected
  - Duration of impact

Contractor must provide:

- Documentation showing system impacts (load changes)
  - Evidence that:
    - System balancing
    - Setpoints
    - Programminghave been adjusted accordingly
- 

### 5.3.5 Concession HVAC Requirements

- All rooftop HVAC equipment must be labeled with the **concession space number**
  - Labels must be **engraved and permanently affixed**
  - Rooftop exhaust fans must be located a minimum of **10 feet** from air intakes
- 

### 5.3.6 Air Quality Protection

- All return air intakes must be covered with **MERV 8 filter media** during construction
- 

### 5.3.7 Testing and Balancing (TAB)

- Must be performed by an **independent firm certified by AABC or NEBB**

Required reports:

- Pre-TAB report prior to construction
- Final TAB report upon completion

Reports must confirm:

- System performance meets design requirements
  - No adverse system impacts exist
-

## 5.4 Fire Protection Work

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### 5.4.1 Fire Alarm Systems

- All conduit, junction boxes, and covers must be **painted red**
- All device removal and replacement must be performed by **AFA Protection**
- Contractor must:
  - Maintain independent contract with AFA
  - Coordinate prior to submitting USR

Requests will not be reviewed without proof of AFA coordination

---

### 5.4.2 Fire Alarm Tie-ins

- Must be coordinated with:
    - AATC
    - Atlanta Fire Department
  - Systems must be:
    - Tested
    - Verified
- 

### 5.4.3 Sprinkler Systems (Installation Requirements)

- New concession buildouts must tie into a **new fire main**
  - All work must comply with state certification requirements
- 

### 5.4.4 Fees

- Contractors should anticipate **6–8 hours per sprinkler shutdown**
  - Actual rates coordinated through AATC Accounting
-

## 5.5 Roof Work

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### 5.5.1 Definition of Roof Work

Includes:

- Roof coring
- Membrane repair or replacement
- Installation or removal of:
  - HVAC units
  - Satellites
  - Antennas

All abandoned equipment must be removed.

---

### 5.5.2 General Requirements

- Only AATC-authorized roofing contractors may perform roof work
  - PPE is required for all edge work
  - Work areas must be protected with boards or drop cloths
- 

### 5.5.3 Protection Requirements

Contractors shall:

- Not place tools directly on roof surfaces
  - Use walk pads when traversing roof
  - Step over or ramp expansion joints
  - Use ramps when moving equipment
- 

### 5.5.4 Restrictions

- No storage of materials in:

- Roof-mounted units
  - Stairwells
  - No smoking on the roof
  - All debris must be removed
- 

### 5.5.5 Maintenance and Cleaning

Approved cleaning products:

- Simple Green
- 409

All issues must be reported to AATC immediately.

---

### 5.5.6 Post-Work Inspection

- Roofing contractor must inspect all work after completion
- 

## 5.6 Lightning Protection

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### 5.6.1 Requirements

- All new rooftop equipment must include lightning protection
  - Installation must be supervised by a **UL-listed installer**
- 

### 5.6.2 Guidelines

- Primary metal bodies must:
  - Be bonded
  - Include air terminals if required
- Secondary metal bodies within **6 feet** must be interconnected
- Use approved **bimetallic transitions** for dissimilar metals

- Bare copper cannot contact aluminum
- 

## 5.7 Overhead Work (Escalators and Scaffolding)

When performing overhead work:

- Escalators must be protected using:
  - Plywood
  - Scaffolding
- Only AATC or KONE may:
  - Turn escalators on/off

Contractor shall:

- Provide signage
  - Provide flagmen for traffic control
  - Ensure escalators are only out of service during active work
- 

## 5.8 Observations and Walkthroughs

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### 5.8.1 General

AATC reserves the right to conduct walkthroughs during:

- Demolition
- Construction
- Commissioning

All findings will be documented and issued to the Contractor.

---

### 5.8.2 Demolition Walkthroughs

Focus:

- Protection of existing systems

- Prevention of service disruptions
  - Identification of unsafe conditions
- 

### 5.8.3 Construction Walkthroughs

Focus:

- System integrity
  - Safety compliance
  - Installation quality
- 

### 5.8.4 Substantial Completion

- Contractor shall notify AATC in writing when ready
  - Walkthrough will verify:
    - Operational impact
    - Code compliance
- 

### 5.8.5 100% Inspection

- AATC will issue a punch list
  - Contractor must resolve all items by specified deadlines
- 

### 5.8.6 Final Acceptance

AATC will accept the project only after:

- All deficiencies are resolved
- All documentation is submitted and approved

Documentation must be submitted **at least two weeks prior** to final acceptance.

---

### 5.8.7 Resolution of Findings

- Contractor must resolve all issues or reach agreement with AATC
  - If unresolved:
    - AATC may complete corrective work
    - Costs will be billed to the contractor
- 

## 6. INSPECTIONS, TESTING, COMMISSIONING, AND PROJECT CLOSEOUT

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### 6.1 General Requirements

All projects shall undergo inspection, testing, and commissioning to ensure:

- Compliance with approved construction documents
- Compliance with applicable codes and standards
- No adverse impact to existing systems or airport operations

AATC reserves the right to observe and document all phases of construction.

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### 6.2 Inspections and Walkthroughs

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#### 6.2.1 General

AATC will conduct walkthroughs at various stages of the project. These may include:

- Demolition
- Active construction
- Substantial completion
- Final completion

All walkthrough findings will be documented and issued to the Contractor and/or Project Manager.

---

### 6.2.2 Demolition Walkthroughs

Focus areas include:

- Protection of existing systems
- Prevention of service interruptions
- Identification of unsafe conditions

Contractor shall:

- Immediately address any condition that impacts active systems
  - Coordinate corrective actions with AATC
- 

### 6.2.3 Construction Walkthroughs

Focus areas include:

- System integrity and protection
- Compliance with approved construction methods
- Familiarization with new systems and installations

AATC will:

- Document discrepancies
- Provide written notice to Contractor

Contractor shall:

- Resolve all identified discrepancies prior to project completion
- 

### 6.2.4 Substantial Completion Walkthrough

The Contractor or Project Manager shall:

- Notify AATC **in writing** when the project is ready for substantial completion review

AATC will evaluate:

- Impact of new systems on operations
- Maintainability of installed systems
- Compliance with regulatory requirements

All deficiencies identified must be resolved prior to final acceptance.

---

### 6.2.5 100% Inspection (Final Inspection)

The Contractor shall:

- Notify AATC when the project is ready for final inspection

AATC will:

- Issue a punch list identifying all remaining deficiencies
- Provide required completion timelines

Contractor shall:

- Resolve all punch list items within the specified timeframe
- 

### 6.2.6 Final Acceptance

AATC will issue final acceptance only after:

- All walkthrough findings have been resolved
- All required documentation has been submitted and approved

All documentation must be submitted **no later than two (2) weeks prior** to final acceptance.

AATC will provide formal notification once acceptance is granted.

---

### 6.2.7 Resolution of Walkthrough Findings

Contractor shall:

- Resolve all deficiencies identified during inspections

If resolution cannot be agreed upon:

- AATC reserves the right to:
    - Complete corrective work using its own resources or contractors
    - Bill all associated costs to the project or contractor
- 

## 6.3 Testing and Commissioning

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### 6.3.1 General Requirements

All systems shall be tested and commissioned to verify:

- Proper installation
- Functional performance
- Integration with existing systems

Testing must not negatively impact airport operations.

---

### 6.3.2 Commissioning Reports

Contractor shall provide commissioning documentation including:

- System startup reports
  - Functional performance testing results
  - Verification of system operation
- 

### 6.3.3 Test and Balance (TAB)

- Must be performed by an **independent firm certified by AABC or NEBB**

Required deliverables:

- Pre-TAB report prior to system modification
- Final TAB report upon completion

Reports must confirm:

- Systems meet design intent
  - No adverse impacts to existing systems
- 

## 6.4 Documentation Requirements

All project documentation shall be submitted as a complete package.

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### 6.4.1 As-Built Drawings

Contractor shall provide:

- Two (2) copies in:
  - Adobe PDF format
  - CADD format

Drawings must reflect **actual field conditions**, not design intent.

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### 6.4.2 System Configuration and Programming Documentation

Contractor shall provide electronic copies of all system configurations, including but not limited to:

- PLC programming and ladder logic files
  - GUI configuration files
  - Loop controller programming
  - BMS configuration files not stored on system servers
  - Sequences of operation
- 

### 6.4.3 Operation and Maintenance (O&M) Data

Contractor shall provide:

- Equipment manuals
- Maintenance procedures

- Manufacturer documentation
- 

#### 6.4.4 Warranty Documentation

Provide complete warranty information including:

- Warranty start date
  - Warranty duration
  - Manufacturer and installer responsibilities
- 

#### 6.4.5 Commissioning and Startup Reports

Include:

- Startup documentation
  - Commissioning verification reports
  - System performance confirmation
- 

#### 6.4.6 Test and Balance Reports

Final TAB reports must be included in closeout documentation.

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#### 6.4.7 Table of Equipment (Asset Data Requirements)

All asset data shall be submitted in **Microsoft Excel format**.

Requirements:

- No merged cells
- One data point per column
- Separate tables for each asset class

Minimum required data fields:

- Asset ID (as-built drawings)
- Asset ID (field labeling)

- Asset type/class (AHU, VAV, Panel, etc.)
- Building location
- Level location
- Nearest column lines (N/S and E/W)
- Project number
- Manufacturer
- Model number
- Serial number
- Equipment characteristics (as applicable)
- Commission date
- Warranty date
- Initial purchase value
- Design performance data
- Drawing/sheet reference

All data must be **field-verified**. Design schedules are not acceptable.

---

## 6.5 Closeout Requirements

Project closeout shall not be considered complete until:

- All inspections are complete
- All deficiencies are resolved
- All documentation is submitted and approved
- All systems are fully operational

Failure to meet closeout requirements may:

- Delay project acceptance
- Delay operational turnover
- Result in additional costs to the contractor

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## 7. ADMINISTRATIVE AND LOGISTICAL REQUIREMENTS

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### 7.1 General Administrative Requirements

All contractors, subcontractors, and vendors performing work within the CPTC shall comply with:

- AATC requirements
- DOA requirements
- City of Atlanta regulations

Failure to comply may result in:

- Work stoppage
- Revocation of access
- Delays in approvals or future work

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### 7.2 Insurance Requirements

All contractors performing work under AATC shall maintain the following insurance coverage for the duration of the project:

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#### 7.2.1 Required Coverage

- **Workers' Compensation Insurance**
  - In accordance with the laws of the State of Georgia
- **Employer's Liability Insurance**
  - Minimum: **\$100,000 per accident**

- 
- **Comprehensive General Liability Insurance**
    - Minimum: **\$1,000,000 per occurrence**

Coverage shall include:

- Bodily injury liability
- Property damage liability
- Premises and operations
- Independent contractors
- Product liability

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- **Automobile Liability Insurance**

- Minimum: **\$10,000,000 per person**
- Minimum: **\$10,000,000 per accident**
- Minimum: **\$10,000,000 property damage**

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## 7.2.2 Certificate Requirements

Certificate Holder must read:

### **City of Atlanta**

Department of Aviation

Hartsfield-Jackson Atlanta International Airport

PO BOX 20509

Atlanta, GA 30320

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## 7.2.3 Additional Insured Requirements

The following must be listed as Additional Insured:

- AATC
- AATC Shareholders
- Airlines
- Department of Aviation
- City of Atlanta

Applies to:

- General Liability Policy
  - Automobile Liability Policy
- 

## 7.3 Sponsorship and Airport Badging

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### 7.3.1 Sponsorship Requirements

All contractors and vendors must have a **sponsoring company** to conduct business at the airport.

AATC may sponsor a contractor only if:

- A direct business relationship exists
  - All insurance requirements are met
- 

### 7.3.2 Authorized Signatory

Each company must:

- Designate one authorized point of contact on company letterhead

If the signatory is new:

- Must attend **DOA Security Department New Company Orientation Training**
- 

### 7.3.3 Badge Requirements

- All personnel must possess valid airport-issued badges
- Access privileges must match work requirements

Failure to comply may result in:

- Denial of access
  - Removal from site
-

## 7.4 Key Control and Access Management

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### 7.4.1 Key Checkout Procedures

- Keys are issued only to:
    - Authorized personnel
    - Individuals with valid ATL badges
  - A **Key Check-Out Authorization Form** must be submitted
  - Individuals must leave a **driver's license** during checkout
- 

### 7.4.2 Lost Keys

- Contractor is responsible for all issued keys
  - Lost keys will result in:
    - Charges for replacement
    - Charges for rekeying (if required)
- 

### 7.4.3 Key Return

- All keys must be returned upon project completion

Failure to return keys may result in:

- Financial penalties
  - Delays in project closeout
- 

## 7.5 Construction Logistics

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### 7.5.1 Airport Access

All personnel and deliveries shall access the airport through:

### **Guard Post #70**

1485 Sullivan Road  
Atlanta, GA 30337

All material deliveries must be routed through this location.

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### 7.5.2 Construction Scheduling

Contractors shall:

- Coordinate all work schedules with:
    - AATC
    - DOA
    - CPS
    - ATL Next
  - Submit schedules prior to:
    - Mobilization
    - Any impactful work
- 

### 7.5.3 Work Hours

Typical construction hours:

- **11:00 PM – 5:00 AM**
- Sunday night through Friday morning

Any deviation requires prior approval.

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### 7.5.4 Elevator Usage

- Freight elevators shall be used for:
  - Material deliveries
  - Construction activities
- Passenger elevators are prohibited

Contractors shall:

- Coordinate usage
  - Ensure proper protection
  - Adhere to weight limitations
- 

### 7.5.5 Storage of Equipment and Materials

- No storage permitted in:
  - Electrical rooms
  - Mechanical rooms
- Storage must comply with:
  - NFPA
  - NEC
  - OSHA
- Public-facing storage requires AATC/DOA approval

Contractor shall:

- Maintain cleanliness
  - Restore areas to equal or better condition
- 

### 7.5.6 Aerial Lift Storage

- Must be coordinated with AATC and DOA
- Not permitted in public-facing areas

All lifts must display:

- Company name
- Project name
- 24-hour contact information

Contractor responsible for:

- Floor protection
  - Safe operation
- 

### 7.5.7 Housekeeping and Cleaning

- Contractors are responsible for all cleaning within construction areas
- Work areas must remain free of debris

Requirements:

- Use floor protection (mats)
  - Maintain passenger-facing areas
- 

### 7.5.8 Trash Removal

Approved vendors include:

- Waste Management – [www.wm.com](http://www.wm.com)
- MBA Waste Services – [www.mbawasteservice.com](http://www.mbawasteservice.com)
- Republic Services – [www.republicservices.com](http://www.republicservices.com)

Requirements:

- Contractors must provide their own dumpsters
- Dumpsters must:
  - Be covered
  - Be maintained
  - Not block existing compactors

Pickup typically occurs between:

- **12:00 AM – 5:00 AM**
- 

### 7.5.9 Added Stock and Material Turnover

When required, contractors shall provide added stock materials at project closeout.

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### Access Requirements

- Requires AATC escort
- Must be scheduled at least **one (1) week in advance**

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### Material Turnover Requirements

Contractor shall provide:

- Transmittal prior to delivery
- Transportation of materials
- Proper labeling on each item

Labels must include:

- Date
- Project name
- Quantity
- Project number
- Product name
- Installation location

---

## 7.6 Document Control Services

AATC Document Control provides services available at:

[www.aatc.org](http://www.aatc.org)

Services include:

- Architectural finish requests
- Drawing requests
- Specifications and operations manuals

### 7.6.1 Architectural Finishes Requests

- AATC may provide finishes from inventory for a fee
- Availability is dependent on:
  - Inventory levels
  - Maintenance and operations needs

AATC is not obligated to provide materials required for project completion.

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### 7.7 AATC Subcontractors and Service Partners

AATC service partners (e.g., KONE, Jacobs) shall:

- Be contacted through the AATC Communication Center only

Direct coordination outside of AATC is not permitted.

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### 7.8 Important Contact Information

#### **AATC 24-Hour Dispatch / Communication Center**

(404) 530-2112

#### **AATC Operations Managers**

(404) 530-2112

#### **AATC Fax**

(404) 530-2106

#### **Atlanta Fire Department**

(404) 530-6639

#### **Atlanta Police Department**

(404) 530-6630

#### **Airport Security**

(404) 530-6667

#### **Technical Campus**

(404) 530-5500