

For any additional sheets, diagrams, photos, information, and attachments - please combine all documents in 1 PDF with this NOW cover sheet as the first sheet. Thank you.

NOW #:	Project/Ref:	Date NOW submitted:
	NOW Title:	

Work to be Done for: <input type="checkbox"/> Airport <input type="checkbox"/> Tenant <input type="checkbox"/> Other	Tenant Name & Contact (if applicable):
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Contractor/Agency Information: Company Name: Name: Address: Contact Name: Phone No: E-mail:	Lower Tier Subcontractor Information (if applicable): Company Name: Address: Contact Name: Phone No: E-mail:
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Dates of Work:	Hours of Work (ex. 9am - 1pm):
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Parking Location:	Number of Vehicles:
Security Area of Work: Escort: _____ and/or _____	Schedule of Activities:
Detailed Location of Work:	

Detailed Description of Work to be Performed & Path of Travel:

Tools/Equipment:

Hot Work: Utility Shutdown (MOP):	Fire Watch coordinated?
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Is Additional Badge Access for Doors Needed:

Affect to Normal Operations and Mitigation by Contractor:

Airport Contact - SJC P&D / Properties	Airport Contact - SJC Operations	Other Contact (if applicable):
Name:	Name:	Name:
Phone:	Phone:	Phone:
Email:	Email:	Email:

For the latest NOW Template, please see: <https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines>

*Notice of Work (NOW) requests must be submitted to SJC a minimum of **3 business days prior** to the requested dates of work.*

All NOWs require specific approval from an authorized SJC representative to start work.

Any changes after SJC approval require an amended NOW and approval before authorized to start work.

FOR CONCESSION NOWs

COORDINATION:

All Vendors at the Airport for Operational NOWs must follow the following coordination guidelines:

- Vendor will call Airport Operations or the Airport MOD at 408-277-5100 before any work is scheduled to start (prior to entering Sterile area, if applicable) and upon completion of work.
- Vendor will park in Terminal A Basement for vehicles under 7’ tall, with a copy of an approved NOW on the dashboard. Weekends, after-hours, and vehicles taller than 7’ may park in the Airport Admin Lot, Vendor spaces only, with an approved NOW on the dashboard.
- Parking on curbside must be pre-coordinated – no vehicles may park curbside without authorization. Vehicles on curbside must be inspected by Airport Operations. Call 408-277-5100 for an inspection.
- Vendor will go through the Security Checkpoint for access to the terminal when checkpoint is open.
- Vendors are required to clean-up all areas in the jobsite.
- Failure to adhere to rules or unauthorized editing of the NOW will result in denial of work by Airport Operations.

Additional Coordination Information:	
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<input type="checkbox"/> Heavy items will be moved on the terrazzo.	<ul style="list-style-type: none"> • When material, equipment, debris or other items are being brought into or taken out of the terminal, the vendor shall take measures to protect the terrazzo, walls, columns, elevators, and other terminal infrastructure. • Vendors shall use carts with non-skid wheels, pallet-movers with non-marking wheels and as needed place Masonite mats or other protective covering on the terrazzo and walls in order to prevent scuffing, scratches, gouges, skid marks and other damage to the terrazzo. • Under no circumstances shall items be dragged across terrazzo floors. • The Tenant will be responsible for cleaning the terrazzo in the case of any damage.
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Depending on the vendor’s badge status, location of work, and time of work, different tool coordination may apply. Please read the following options carefully.

<p>Tools Information.</p> <p>All prohibited items must be organized and kept separate from other tools.</p> <p>A list of prohibited items can be found here.</p>	<p><input type="checkbox"/> STERILE WORK DURING NORMAL CHECKPOINT HOURS (4:00AM – 10:30PM)</p> <p><input type="checkbox"/> STERILE WORK AFTER HOURS (11:00PM – 3:30AM) Vendor will produce 2 identical tool log sheets and perform a check-in with Airport Operations or Allied Universal Security (AUS) before entering Sterile area. At the conclusion of work, Vendor will call 408-277-5100 and remain at worksite for tool check-out with Airport Operations, MOD, or AUS, and then be escorted out of Sterile area no later than 3:30AM.</p> <p><input type="checkbox"/> SIDA (RAMPSIDE) WORK Work is being done rampside. The tenant or AUS will provide escort to any unbadged Vendors and their vehicle(s). No tool check-in or check-out is required.</p> <p><input type="checkbox"/> LANDSIDE OR PUBLIC WORK Work is being done in landside or public areas and does not require a tool inventory or escort.</p>
Additional Tools Information:	