



Clear for Takeoff

Oakland International Airport  
Scheduled Tenant Work (Non-Emergency)  
Minimum Advance Notice Requirements  
**UPDATED:** November 22, 2017

**MINIMUM ADVANCE NOTICE REQUIREMENTS FOR NON-EMERGENCY SCHEDULED TENANT WORK:**

The Tenant must submit the complete information before the proposed work commencement date as specified in the table below. This advance notice period is exclusive of weekends and holidays.  
Weekdays: Monday, Tuesday, Wednesday, Thursday and Friday.

Item #	Submittal	Required Minimum Advance Notice	Email Request To:
1.	<b>TOOL CONTROL PLAN (TCP)</b>	Two (2) Weekdays	<a href="mailto:djohnson@portoakland.com">djohnson@portoakland.com</a>
2.	<b>SECURITY ESCORT CLEARANCE CHECK (SECC)</b>	Two (2) Weekdays	<a href="mailto:djohnson@portoakland.com">djohnson@portoakland.com</a>
3.	<b>PARKING LOCATION &amp; VEHICLE INFORMATION</b>	Two (2) Weekdays	<a href="mailto:djohnson@portoakland.com">djohnson@portoakland.com</a>
4.	<p><b>KITCHEN KNIVES</b> – Request for appointment with Aviation Security (“AVSEC”) to exchange or add additional knives to your kitchen tools inventory.</p> <p>Note: Before tenant meets with AVSEC, each knife handle must be engraved per AVSEC specifications. If you have questions, contact <a href="mailto:opsec@portoakland.com">opsec@portoakland.com</a></p>	Three (3) Weekdays	<a href="mailto:opsec@portoakland.com">opsec@portoakland.com</a>
5.	<p><b>HOT WORK PERMIT</b></p> <p><b>Hot Work</b> is defined as any type of work which may involve open flames, heat and/or spark producing operations such as but not limited to welding, open flame, cutting, brazing or grinding.</p> <p>Note: This work may require AVFAC support. Details in Item #6 below may also apply to your Hot Work.</p>	Four (4) Weekdays	<a href="mailto:djohnson@portoakland.com">djohnson@portoakland.com</a>



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6.	<p><b>KITCHEN HOOD &amp; ANSUL SYSTEM MAINTENANCE:</b></p> <p>Usually, Aviation Facilities (AVFAC) is only <u>available to support</u> this work, i.e., take the fire alarms off-line, on these days:</p> <p><b><u>Tuesday, Wednesday</u></b> and <b><u>Thursday</u></b> (ending Friday morning)</p> <p>Generally, AVFAC is <u>not available</u> to support this work on the following days: Mondays, Fridays, Saturdays and Sundays.</p>	<p><b>Ten (10) Weekdays</b></p> <p><del>Seven (7) Weekdays</del></p> <p>See example in the calendar below.</p>	<p><a href="mailto:djohnson@portoakland.com">djohnson@portoakland.com</a></p>																																																																																				
<table border="1"> <thead> <tr> <th colspan="7">JANUARY 2018</th> </tr> <tr> <th>SUN</th> <th>MON</th> <th>TUE</th> <th>WED</th> <th>THU</th> <th>FRI</th> <th>SAT</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td>On or before this 11<sup>th</sup> day before work starts, Tenant submits Advance Notice.</td> <td>Advance Notice Day #1</td> <td>Advance Notice Day #2</td> <td>Advance Notice Day #3</td> <td>N/A</td> </tr> <tr> <td></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> <td>6</td> </tr> <tr> <td>N/A</td> <td>Advance Notice Day #4</td> <td>Advance Notice Day #5</td> <td>Advance Notice Day #6</td> <td>Advance Notice Day #7</td> <td>Advance Notice Day #8</td> <td>N/A</td> </tr> <tr> <td>7</td> <td>8</td> <td>9</td> <td>10</td> <td>11</td> <td>12</td> <td>13</td> </tr> <tr> <td>N/A</td> <td>Advance Notice Day #9</td> <td>Advance Notice Day #10</td> <td><b>WORK BEGINS!</b></td> <td></td> <td></td> <td>N/A</td> </tr> <tr> <td>14</td> <td>15</td> <td>16</td> <td>17</td> <td>18</td> <td>19</td> <td>20</td> </tr> <tr> <td>N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>N/A</td> </tr> <tr> <td>21</td> <td>22</td> <td>23</td> <td>24</td> <td>25</td> <td>26</td> <td>27</td> </tr> <tr> <td>N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>28</td> <td>29</td> <td>30</td> <td>31</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>				JANUARY 2018							SUN	MON	TUE	WED	THU	FRI	SAT			On or before this 11 <sup>th</sup> day before work starts, Tenant submits Advance Notice.	Advance Notice Day #1	Advance Notice Day #2	Advance Notice Day #3	N/A		1	2	3	4	5	6	N/A	Advance Notice Day #4	Advance Notice Day #5	Advance Notice Day #6	Advance Notice Day #7	Advance Notice Day #8	N/A	7	8	9	10	11	12	13	N/A	Advance Notice Day #9	Advance Notice Day #10	<b>WORK BEGINS!</b>			N/A	14	15	16	17	18	19	20	N/A						N/A	21	22	23	24	25	26	27	N/A							28	29	30	31			
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7.	<p><b>SECURITY GUARD ESCORT - Hiring a Security Guard Escort:</b></p> <p><i>If you need a guard next week, please follow these instructions <b>this week</b> →</i></p>	<p>Submit your completed Guard Request form before this current week's Wednesday 12:00 PM Noon for security guards that you need on-site next week.</p>	<p>To: <a href="mailto:opsec@portoakland.com">opsec@portoakland.com</a></p> <p>Cc: <a href="mailto:djohnson@portoakland.com">djohnson@portoakland.com</a></p>																																																																																				