




Date: February 8, 2011

To: Ralph Morones,
Director of Construction & Maintenance

From: Ross Vitale, Sr. MA I 
Airports Development Group

Subject: Key Request for Hensel Phelps employees

Please see attached request for keys for the following Hensel Phelps Construction Co. employees who are installing a new BHS in Terminal 6 for a complete terminal solution. Hensel Phelps is requesting one A2, 917, 1181 (new) and 1181 (old) key for each of the individuals listed below:

Despain, Rob-Superintendent	Badge # A1213066	SS# XXX-XX-2792
Knapp, Ryan-Area Superintendent	Badge # A1211743	SS# XXX-XX-1624
Dunstan, Dave-Superintendent	Badge # A1216865	SS# XXX-XX-5983
Hung Nguyen, Arnold-Area Superintendent	Badge # A1211744	SS# XXX-XX-1007

This request has been logged into the ADG key inventory database.

Please contact me at (424) 646-7561 or via email at rvitale@lawa.org if you have any questions or need additional information. Thank you.

Attachments:
Hensel Phelps Key Request Letter

Cc: Dan Campbell
Genny Santiesteban

**Los Angeles World Airports
Mechanical - Electrical - Communications - Roof
Contractor Access Request (CAR)**



Project Title:

Applicant Information

IT Room Electrical Room Mechanical Room Roof Access

Applicant (print):

Company Name:	SIDA Badge #: _____ Driver's License #: _____
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Position Title:	Applicant Phone:
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Applicant Email:	Last 4 Digits of SSN:
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Signature:	Date:
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Applicants signature confirms that they have read and will comply with the policies regarding the Mechanical Room Access Privilege and Standard Operating Procedure and the penalties for non-compliance to these policies.

Supervisor Information

Supervisor Name (print):	Supervisor Phone:
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Organization:	Supervisor Email:
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Signature:	Date:
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General Contractor Name:	Phone Number:
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Signature:	Date:
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Reason for Request

Project Title:	Airport Project Number:
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Access Start Date and Time:	Access End Date and Time:
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Work To Be Performed:

Building(s) Where Access Is Needed:	Room Number(s) Where Access Is Needed:
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Project Extension:	New End Date:
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**Los Angeles World Airports
Mechanical - Electrical - Communications - Roof
Contractor Access Request (CAR)**



Department Use Only

Airport Inspections (initial) _____ EFMD (initial) _____ IMTG (initial) _____ APVAAU (initial) _____

Authorized LAWA Representative (Project Manager or Business Relationship Manager):

Signature: _____	Date: _____
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Badge Approved _____ Escort Required _____ Denied Access _____

Key Issued _____ No Key Issued _____

Key Number(s) _____

Key Return Date:

ADG Transmittal to MSD Initial: _____ Date: _____	Date Rec'd from MSD Initial: _____ Date: _____
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Comments:

To Be Completed Upon Key Distribution

Please Return Completed Form To:

I have read the Contractor Access Request and agree to the responsibilities as stated herein.

Signature: _____ Date: _____

1. I will not leave the room unattended.
2. I will not leave the door propped open.
3. I am responsible for the activities while working in this room.
4. I will remove all excess material, tools, and leave the room in clean condition when I leave for the day.
5. I will perform work as authorized on my LAWA approved plans and specifications.
6. I will remove all trash when I leave.
7. I will return the key at the completion of the project, as defined by the above dates.



Hensel Phelps Construction Co.

SOUTHERN CALIFORNIA DISTRICT
18850 Von Karman Ave, Suite 100
Irvine, California 92612
(949) 852-0111
(949) 852-0218

Jobsite Office
600 World Way
Los Angeles, California 90045
(310) 216-6500

February 8, 2011

Construction and Maintenance
7411 World Way West
Los Angeles, CA 90045

Subject: Keys for Terminal 6 doors

Dear C & M:

Hensel Phelps Construction Co. has been hired by Alaska Airlines to move their operations from Terminal 3 to Terminal 6. In addition we are installing a new BHS in Terminal 6 for a complete terminal solution. As you are aware access to terminal doors is important to the designing and planning of the project. We are requesting four keys:

1. A2 key
2. 917 key
3. 1181 new (elevator/ escalator machine rooms T6)
4. 1181 old (elevator/ escalator machine rooms T6)

The engineer assigned to our project is Jignasha Pandya and the inspector assigned to the project is Mike Mikane. I am requesting one set of above keys for each individual:

Name	Title	Last four SS#	LAX badge number	Company
Rob Despain	Superintendent	2792	A1213066	Hensel Phelps
Ryan Knapp	Area Superintendent	1624	A1211743	Hensel Phelps
Dave Dunstan	Superintendent	5983	A1216865	Hensel Phelps
Arnold Hung Nyugen	Area Superintendent	1007	A1211744	Hensel Phelps

Respectfully,
HENSEL PHELPS CONSTRUCTION CO.

Kevin Gravning
Area Superintendent
Kevin.gravning@henselphelps.com
(310) 216-6500 office
(714) 353-0894 cell

Performance!