

ORDERS & INSTRUCTIONS

SUBJECT: CONSTRUCTION, ALTERATIONS AND REPAIRS TO BUILDINGS AND STRUCTURES

ISSUED: 8/29/91

1. PURPOSE.

This instruction prescribes the Metropolitan Washington Airports Authority (the Authority) policy and procedures pertaining to the erection of new buildings and structures, and alterations and repairs to existing buildings and structures on Washington National and Washington Dulles International Airports. These procedures are established in conformity with Order 6930, Implementation of Virginia Uniform Statewide Building Code (USBC).

2. DISTRIBUTION.

MA-30, MA-34, MA-39, MA-100, MA-110, MA-120, MA-130, MA-200, MA-210, MA-220, MA-230, MA-300, MA-320, all airlines, all tenants and concessionaires.

3. CANCELLATION.

O&I 6-3-1B, Construction and Alterations to Buildings, dated 7/8/70.

4. POLICY.

The policy of the Authority is to enforce Metropolitan Washington Airports Authority Regulations (MWAR), Part 159-75, and the USBC and to require compliance with the Federal, state, and local laws that affect construction, alterations, and repairs. MWAR, Part 159-75 states:

"No person may, without the specific permission of the Airport Manager:

- (a) Destroy, injure, deface, or disturb any building, sign, equipment, marker, or other property on the Airport;. . .*
- (c) Alter, add to, or erect any building on the Airport;. . ."*

5. STANDARDS AND CODES.

All construction, alterations, and repairs must conform to applicable Federal, state and local laws (some of which are listed below), as well as the current version of the following Authority requirements:

- a. Metropolitan Washington Airports Authority Regulations.

- b. Virginia Uniform Statewide Building Code, which incorporates the version of the National Electrical Code (NEC), and Building Officials and Code Administrators (BOCA) Codes adopted by the Virginia Board of Housing and Community Development.
- c. Federal, state, county and Authority environmental regulations.
- d. Federal Aviation Administration (FAA) Advisory Circulars.
- e. Metropolitan Washington Airports Authority Design Manual, Order 5320.1A.
- f. Virginia Occupational Safety and Health Standards.
- g. Metropolitan Washington Airports Authority Construction Safety Manual.
- h. Federal and state regulations governing access for the handicapped.
- i. Applicable food and beverage codes and other health regulations (Arlington, Fairfax or Loudoun County, U.S. Public Health Service).
- j. Applicable FAA Security Regulations (MA-110, MA-210).

6. PROCEDURES FOR OBTAINING PERMISSION TO CONSTRUCT, ALTER OR REPAIR BUILDINGS AND STRUCTURES.

- a. All construction, alterations and repairs must be authorized prior to the start of work. Typically, this begins with a letter of request to the Airport Manager. (In some cases, e.g., large or complex projects, it will be appropriate to first gain conceptual approval before submitting the detailed project information.) A minimum of seven sets of drawings and specifications shall accompany the letter. They shall be of sufficient detail to allow the Authority's engineering and airport staffs to thoroughly review the proposed project. If required by the USBC, the drawings shall be sealed and signed by an architect or engineer registered in the Commonwealth of Virginia. For complex or expedited projects, additional sets may be required. The request will be examined for its effect on neighboring tenants and airport agencies and for its conformity with the standards and codes in Paragraph 5 and the Airport Master Plan.

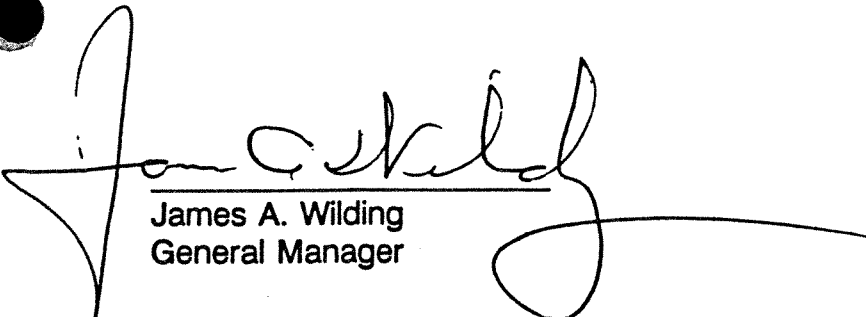
- b. The respective airport Engineering and Maintenance Division will coordinate review of the proposed project with the appropriate divisions within the Authority. The time needed for review will vary with the complexity of the project. The following table will serve as a guide for expected review times:

<u>Project Scope</u>	<u>Review Time</u>
Complex project plans and specifications	5-6 weeks
Design concept drawings	4 weeks
Minor alterations	3 weeks
Review of shop drawings	2 weeks

- c. For projects that are approved, a Metropolitan Washington Airports Authority Construction Permit will be issued by the Authority Building Official (MA-30) or his authorized representative, and permission for the construction, alteration or repair will be granted, subject to any conditions included in the cover letter. Conditions may be based on any of the standards and codes listed above or on coordination with other operations at the airport.
- d. This procedure must be followed regardless of how minor the contemplated addition, alteration, modification, improvement or structure may be. For example, even laying carpet, painting walls, relocating partition walls or adding an electrical outlet must be approved in advance. If work is started without a permit, the airline, tenant or concessionaire may be subject to an order from the Authority Building Official to immediately suspend all work, and they may be required to restore the facility to its original condition.
- e. The Authority reserves the right to approve or reject airline, tenant or concessionaire work in terms of design review, code compliance, maintainability, on-site management, coordination with airport operations and utility connections. The Authority may dictate restricted work hours or phasing to minimize the impact that the actual construction work will have on other airlines, tenants, concessionaires and on airport operations.

7. PROCEDURE PRIOR TO OCCUPANCY OR USE OF COMPLETED WORK.

- a. No less than 15 days prior to scheduled occupancy or use of the completed work, the airline, tenant or concessionaire shall notify the Airport Manager in writing of the planned use.
- (1) The Authority Building Official will issue (where required, as indicated on the construction permit) a Certificate of Occupancy upon compliance with the JSBC.
 - (2) Actual use of the completed work will be allowed by the Airport Manager once the tenant, concessionaire or airline has satisfactorily addressed all other requirements.
- b. A set of reproducible record drawings (showing the "as-built" condition) for each project must be provided to the Airport Manager within 30 days of project completion unless specifically waived by the Airport Manager.



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