

# SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY

## Airport Design & Construction (ADC)

### Base Building Modification Request Form

Base Building Modification Request			
Tenant & Project Name:		Space ID:	Project #:
Tenant's Project Manager:		Request Date:	Priority <input type="checkbox"/>
			Urgent <input type="checkbox"/>
Building System(s) affected: (Check all that apply)			
<input type="checkbox"/> Structural <input type="checkbox"/> Mechanical/Electrical/Plumbing <input type="checkbox"/> Information Technology <input type="checkbox"/> Aesthetics			
Other _____			
Description of Modification			
Detailed Description of Modification (attach additional sheets and drawings if needed).			

Tenant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Signatures Required By:		
ADC TIP, Manager:		Route to next
Signature _____	Date: _____	signee
ATO Director:		Route to next
Signature _____	Date: _____	signee or return
		to ADC TIP, Mgr.
FMD Director:		Route to next
Signature _____	Date: _____	signee or return
		to ADC TIP, Mgr.
RM Director:		Route to next
Signature _____	Date: _____	signee or return
		to ADC TIP, Mgr.
Authority Use Only		
<input type="checkbox"/> Approved <input type="checkbox"/> Denied		Scope Change Request (SCR) Required
		<input type="checkbox"/> Yes <input type="checkbox"/> NO

ATO – Airside & Terminal Operations

FMD – Facilities Management Department

RM – Revenue Management

ISSUE: ADC/BBM #

# **SAN DIEGO COUNTY REGIONAL AIRPORT AUTHORITY (AUTHORITY)**

## **Airport Design & Construction**

### **Request To Modify Base Building Conditions**

Per the requirements of the Authority all Tenants must submit a request in writing for any modification to the base building and/or the base building systems provided by the Authority. The following Base Building Modification Request (BBMR) form shall be filled out and signed by the Tenant's representative and submitted to the ADC Tenant Improvement Project Manager for review and approval by the Authority. Modifications to the Base Building are not allowed without an approved BBMR form fully executed by the Authority.

The Authority will review the request and will render, at its sole discretion, a decision in writing to the Tenant. Should the Authority authorize the Tenant's request the Tenant shall proceed with the work at Tenant's expense under Authority oversight and supervision. The Authority reserves the right to require modifications to the Base Building or Base Building systems to be performed by a Base Building proprietary contractor at Tenant's expense.

If the Authority incurs direct or indirect costs associated with the Tenant's request for a change to the Base Building, the Tenant shall compensate the Authority accordingly.

### **Minor Modification**

Tenants requiring only a minor modification(s) shall provide a description of the modification(s) along with adequate documentation to allow an understanding of the desired modification(s). The Authority will review the information to determine cost and/or schedule impacts, if any, to Airport Operations.

### **Complex Modification**

Tenants requiring a more complex modification(s) shall provide a detailed description of the modification(s) along with drawings and supporting documentation necessary to fully understand and evaluate the proposed modification(s). The Authority will review the information to determine cost and/or schedule impacts, if any, to Airport Operations.