



**Airport Design & Construction (ADC)
Base Building Modification Request (BBMR)**

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:** _____

Approval Signatures Required By:

Airport Design & Construction TI Project Manager:
Signature _____ Date: _____
Airport Design & Construction Director:
Signature _____ Date: _____
Terminal Business Development Director:
Signature _____ Date: _____

CC:
 Facilities Management Director, Stephen Mosca
 Airside & Terminal Operations Director, Amiel Porta
 Aviation Security & Public Safety Director, Clint Welch
 Information & Technology Services Director, Jessica Bishop
 Planning & Environmental Affairs Director, Sjohnna Knack

Authority Use Only

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	Scope Change Request (SCR) Required
		<input type="checkbox"/> Yes <input type="checkbox"/> NO

TBD – Terminal Business Development; LBD – Landside Business Development; AR – Airlines Relations; A&TO – Airside & Terminal Operations;
 FMD – Facilities Management; I&TS – Information & Technology Services; AVSEC&PS – Aviation Security & Public Safety



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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 contractual representative and submitted to the Authority's ADC Tenant Improvement Project Manager for review and approval prior to any work to effect said modification. Modifications to the Base Building are not allowed without an approved BBM 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 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 costs and/or schedule impacts, if any, to Airport Operations.