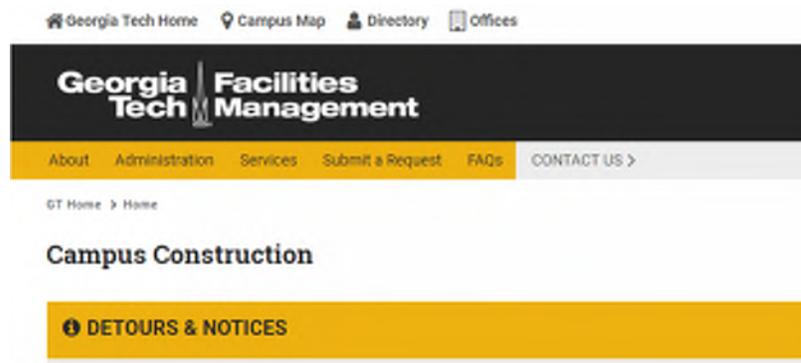


CONSTRUCTION CAMPUS NOTIFICATIONS

Construction Notifications

1. COMPLETE ONLINE FORM for Applicable Projects:

- a. The online form should be completed for all projects that meet the below criteria:
 - i **Is the project a high profile project, a capital project, or a news worthy project of interest that could be included in campus publication?**
(Examples: new LED parking lighting conversion, new sculptures on campus)
 - ii **Is the project significantly impacting campus life?**
(Examples: road closure, utility interruptions, parking impacts, building access impacts, sidewalk closure, transportation impacts, conference services, summer camps, Greek life, Athletics, classrooms, etc.)
 - iii **Is the project in a high profile location or one that will draw questions and attention?**
(Examples: large signage project, environmental project with hazard signs, monumental sign project, etc.)
 - iv **Is the project creating safety concerns that require public notification?**
 - v **Does the project create ADA access issues or re-route pedestrians, traffic, buses, bicycles?**
- b. Complete construction communications form here if your project meets above criteria: <http://facilities.gatech.edu/new-construction-notice>
- c. FM Communications will receive email requesting that a notice be created.
- d. A construction notice listed on our Facilities Management page will be posted within one week: <https://facilities.gatech.edu/campus-construction>
- e. A construction notice posted in the campus content management system, with the departments you referenced tagged so that the notice shows up on their corresponding news feeds, (if they have news feeds activated).



2. SEND AN EMAIL NOTIFICATION:

- a. Send out an email notification to all designated campus representatives using the GT **Facilities Email Group** [cloud-fm-construction-notification-list](#) (type at email To:) for any project with campus wide or building impacts. Individuals with a check mark next to their name have been included in the email group.
- b. **Add or delete appropriate impacted parties** to the email group using the **Construction Notifications Spreadsheet** as a guide.
- c. **EMAIL FORMAT RECOMMENDATION**
Include the word **NOTIFICATION** at the front of the email subject line, along with the date/s of the impact. Include a description of the impact, duration of the impact, reason for work, and attach any applicable maps. Include your contact information.

Subject: NOTIFICATION - SAVANT - Power Shut Down 5:30 AM Monday September 18th

Christman has requested that the power to the Savant building be shut off for 30 minutes at 5:30 AM on Monday morning, September 18th. Christman will be adding a breaker in the electrical panel so that temporary power is available for the 1st floor construction site. This will impact power to the building and also to the network.

Please call my cell phone with any questions or concerns.

Thanks!

PROJECT INFORMATION BROADCASTING / Notification List

Email Group	Name	Department	Title	Notify for Imp
	Jason Gregory	CPSM	Educational Fac Planner Sr	hardscape, la
	Rick Rowe	CPSM	Move Coordinator	move coordin
	Jerry Seneker	Dining Services	Old Fashioned Foods Owner	campus vendi
✓	Jonathn Elwell	Dining Services	Campus Executive Chef	dining facilitie
	Kira Freeman	Dining Services	Dining Services - Vending	vending
✓	Staci Flores	Dining Services	Sodexo - Dining Services District Manager	dining facilitie
✓	Tyrone Anderson	Dining Services	Sodexo Operations Manager	dining facilitie
✓	vacant (rich steele)	Dining Services + Aux Svc	Senior Director Aux Services	dining facilitie
✓	Larry Labbe	EHS Fire Marshal	Fire Safety Mgr	fire lanes, cra
	James Dark	EHS Health Safety	Environmental Programs Manager	aesbestos, bo
	Jerel Harris	EHS Health Safety	General Safety Manager	campus safet
	Nazia Zakir	EHS Health Safety	Asst VP-EHS	biological, che
✓	Ben Mason	Facilities Bldg Engineering	Assoc. Director Building Engineering & Energy Strategy	All O&M com
✓	Appropriate Area Manager	Facilities Building Operations	Facilities O&M	work that imp
✓	Gary Lockerman	Facilities Building Operations	Associate Director Building Operations	All O&M com
✓	Tommy Little	Facilities Building Services	Assoc. Director Building Services (Custodial, Locks, Staging)	All O&M com
	Appropriate Facilities PMs	Facilities DC	Facilities DC	adjacent impa
	Elvia Lam	Facilities DC	Signage Expert, Facilities	signage impac
✓	Kim Wilson	Facilities DC	Assoc. Director Construction Services	all constructio
✓	Liz Punch	Facilities DC	Construction Admin Manager	all constructio
✓	Scott Innes	Facilities DC	AVP Design & Construction	all constructio