

Project No. Contractor Tracking # - Tracking # -
Construction Project: Project Manager:

In Case of Emergency call 216-265-6090 at CLE

1. An application must be received 30 days prior to the area shutdown time - **NO EXCEPTIONS**
2. A separate application is required for each area to be shutdown. A **USR** may be required to coincide with the **ASR** if it impacts **Airport Operation**. Submit both applications at the same time for processing.
3. Complete the application in its entirety and attach any backup documentation. Incomplete applications may be delayed for processing.
4. The Contractor is **RESPONSIBLE FOR CONTACTING Airport Operations**, 30 minutes prior and upon completion, **216-265-6090**.
NOTE: Unexpected work that may delay restore time shall be reported immediately to the Airport Operations.
5. Shutdown times may change without notice due to airport operational priorities.
6. Requests received on Saturday and Sunday or after 1:00 p.m. Monday through Friday will be marked as RECEIVED on the following business day.

SHUTDOWN TIMES MAY CHANGE WITHOUT NOTICE DUE TO AIRPORT OPERATIONAL PRIORITIES

(Select all affected areas per task)

☐ Traffic Flow ☐ Elevator ☐ Parking Structure ☐ AOA ☐ Crane Pick
☐ Sidewalk ☐ Escalator ☐ Customer Flow ☐ CUP ☐ Other

Operational Zone:

☐ Concourse A ☐ Concourse B ☐ Concourse C ☐ D (Roadway & Parking Structure) ☐ E (AOA)

Affected Buildings/Systems: Purpose:

Airfield: Terminal: Floor/Level: Landside:
(Roadways and Parking Structures)

FIELD CONTACT INFORMATION:Contractor: Contact Name: Phone: Email: **SHUTDOWN INFORMATION:**Day: Date: Time: **RESTORE INFORMATION:**Day: Date: Time: Comments: General Contractor: Contractor Requestor's Name: Phone: Email: Date Submitted: **DO NOT WRITE BELOW THIS LINE, FOR SHUTDOWN CONTROL CENTER USE ONLY**Date Received: ☐ APPROVEDComments:
CALM Coordination Center Manager
Date