

NMSU Facilities & Services - Project Development and Engineering
Project Related Potentially Disruptive Activities

PROJECT: _____

PROJECT MANAGER: _____

Checklist Completion Date: _____



Facilities and Services

**Project Development
and Engineering**

Activity	Yes/No	Estimated Disruption		3 weeks Notification Before Activity:			Approval / Acknowledgment	NOTES
		Start Date	End Date	Party Notified (Organization & Person)	Method of Notificatio	Date Sent		
Global Notification:								
Campus-wide notification of construction activities				NMSU Community				
Scheduling Issues:								
Special Black-Out dates				Building Occupants				
Disruptions at finals				Building Occupants				
Site Issues:								
Construction lay-down / Staging area				Parking, Grounds, Police, Fire, FS Solid Waste				
Access Issues:								
Street closure or access change				Police, Fire, Safety Office, FS Solid Waste				Must provide NMSU Communication
Sidewalk/pedestrian closure				Safety Office, Police, Fire, Building Monitors, Grounds				Must provide NMSU Communication
Parking Lot closure or change in access (Lots affected:				Parking, Police, Fire, FS Solid Waste, Safety Office,				Must provide NMSU Communication
Access to buildings while operating				Building Monitor				
After-hours access by contractors				Building Monitor				
Restricted access for Operations				FS Administration, FS Operations				
Demolition Activities:								
Removal of trees				FS Administration,				Must take photos of existing trees before Demolition.
Removal of buildings or other structures				FS Administration,				
Demolition of landscaping to route utilities, and construction area.				Grounds				
Heavy demolition activities (building demolition; site development)				Safety Office, Police, Fire, Building Monitors				
Utilities Outside the Project Area:								
Removal of utilities/irrigation				FS Information Management, Grounds, ICT				
Trenching outside project fence				FS Information Management, Grounds, ICT				
Utilities closures and outages				FS Information Management, Grounds, ICT				
Fire pressure/fire alarm testing				Fire, FS Alarm Services, Plumbing Shop				See Outages

Utilities Inside the Building:							
Changes to building environmental systems				Shops and Plant			
Logistic Issues:							
Access routes for existing trash collection				Solid Waste and Custodial			
Is the building occupant required to move out? (If so, where? when?)				Building Occupant			
Move-in after the project completion				Building Occupant FS Operations			
Other Potential Disruptions:							
Noise, especially at housing				Building Occupant/Housing			
Is there asbestos abatement?				Safety Office			
Special cleaning or dust?				Safety Office, FS Operations			
Endangered or Protected Species							
Are there Burrowing Owls				Pilar Hinde or Martha Desmond			

General Notes:

1. Project Manager should fill out this checklist starting at the DD Phase and have it complete by the Pre-Construction Conference and NTP date.
2. This list will be an agenda item on the Pre-Con Meeting agenda and will be discussed at that time.
3. PM shall send email notifications with a paragraph or so (like a Press Release) explaining the disruption.
4. These procedures apply also to other campuses and university properties.
5. Be sure to include all parties who might be concerned, these may include any of the following (but probably not all for individual items):

Client(s)/Building Monitor(s)

PD&E	Alton Looney	646-4545	alooney@nmsu.edu
ICT	Norma Grijalva	646-2026	norma@nmsu.edu
Fire Chief	Jonny Carrillo	646-2519	jcarr622@nmsu.edu
Grounds	Bud Jones	646-5957	raljones@nmsu.edu
EHS	Katrina Doolittle	646-3327	kadoolit@nmsu.edu
Space planning	Space Planning Manager	646-1991	hzw@nmsu.edu
Utilities/Energy Management	Pat Chavez	646-1598	pchavez@nmsu.edu
Police	Stephen Lopez	646-3311	stephenl@nmsu.edu
Parking	Ophelia Watkins	646-4251	owatkins@nmsu.edu
FS Operations	Tim Dobson	646-2101	tdobson@nmsu.edu
University Architect	Heather Watenpauugh	646-1991	hzw@nmsu.edu
Auxiliaries	Ermelinda Quintela	646-4212	equintel@nmsu.edu

Main Client Contact plus any others that may be involved (include facility managers/building monitors)

May or may not be involved at other campuses

Only at Las Cruces Campus and DACC Main Campus

May be included if kitchens are included. **Revised 9/09/15**