

**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		
<b>Global Notification:</b>								
Campus-wide notification of construction activities				NMSU Community				
<b>Scheduling Issues:</b>								
Special Black-Out dates				Building Occupants				
Disruptions at finals				Building Occupants				
<b>Site Issues:</b>								
Construction lay-down / Staging area				Parking, Grounds, Police, Fire, FS Solid Waste				
<b>Access Issues:</b>								
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				
<b>Demolition Activities:</b>								
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				
<b>Utilities Outside the Project Area:</b>								
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

<b>Utilities Inside the Building:</b>							
Changes to building environmental systems				Shops and Plant			
<b>Logistic Issues:</b>							
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			
<b>Other Potential Disruptions:</b>							
Noise, especially at housing				Building Occupant/Housing			
Is there asbestos abatement?				Safety Office			
Special cleaning or dust?				Safety Office, FS Operations			
<b>Endangered or Protected Species</b>							
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)**

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

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**