

Job Aide

This Job Aide will explain how to complete the new
TFC Austin Area Shutdown Notification Form.

Field	Description
Notice Type	Choose the type of Shutdown Event to be described in this notification form.
	Emergency Repair (planned or unplanned)
	Construction work on a new or in existing building
	Maintenance or Service work in a new or existing building
	Total Shutdown of a building System
	Traffic or Special Event that will cause a right of way closure or detour
Is this a TFC event	Yes = This event is sponsored by TFC. No = This event is sponsored by another organization
Event Name	Give this disruption a descriptive and easy to understand name <i>(limit it to 5 words or less)</i>
TFC Support Needed:	Yes = This event will require trade support from TFC staff. No = The contractor will perform all the work without TFC staff.
Work Type or TFC Support:	Choose the one trade involved or the trade support needed from TFC. Carpentry Chill water system Demolition work DIR (Department of Information Resources) Domestic water Drainage / Sewer Electrical Elevators Fire Alarm Testing Fire Sprinkler Water General Maintenance Hot water Hot Work Permit (3 days required) Installation work IT or DIR system outage Noise Notice – Daytime Noise Notice – Nighttime Painting Sidewalk or building access closure Street work Traffic Lane closures Other Private Development Texas Gas Service NTW – Austin Energy (Not TFC work) NTW – City of Austin Water (Not TFC work) NTW – City of Austin Street /Traffic (Not TFC work) NTW – City of Austin Event (Not TFC work) NTW – APD (Not TFC work) NTW – Capital Metro (Not TFC work)

Event Start Date:	List the date when the disruption will occur.
Event Start Time:	List the time when the disruption will occur.
Event End Date:	List the date when the disruption will be completed.
Event End Time:	List the time when the disruption will be completed.
Building:	Select the building or cross street location where the work will occur.
Location & Room:	List the room number or describe the location where the work will occur.
TFC Project Manager / Owner:	List the TFC staff person responsible for this project.
Project Manager / Owner email:	List the TFC staff person contact information.
TFC Work Order #:	List the work order number associated with event or project.
TFC Project code #:	List the project code number associated with event or project.
Work Description:	in 2-3 sentences describe the work to be performed. The description should be easy to read (8 th grade level) and may be used in a public statement about the event. <i>(This is not the "Methods and Procedures" description.)</i>
Possible Impacts:	Choose all the possible impacts that may result from this event.
Justification:	Choose one reason for this disruption event.
	Emergency Repair – Planned or unplanned
	Life Safety – Work to address a life safety or business continuity issue
	Tenant Remodel – Work related to the remodeling of a tenant space.
	General Maintenance – Work to repair or maintain building equipment or space
	Routine Maintenance - Preventative maintenance
	Private Development – Use this topic if the work is not a State of Texas project
	Project work – Work related to a major State construction project
	Utility or Infrastructure Work – Use this topic if the work is a City of Austin or other utility
	Other: Describe the other justification for this event
Method of Procedures and Performance (MOPP) Form:	A MOPP form is required for <u>all specialized trade work</u> performed on State property. (Use the TFC form.)
	Yes = a MOPP form is being submitted.
	No = not applicable or a MOPP form is not being submitted
MOPP description for non-trade work:	Use this section only when " NO " was selected above and a step-by-step description of the tasks to be performed can be described.
A TCP is required for all Traffic & ROW work:	A Traffic Control Plan (TCP) must be submitted if the work event will cause a street lane or sidewalk closure. TCP must be approved by the City of Austin Transportation Department.
Remarks:	Include any comments or remarks for TFC or the public in this section.
Submitter Information:	Type in the contact information of the person submitting this information.
	First Name, Last Name, Job Title (on your business card) Job Role: Describe what you do Company: TFC or outside contractor

	<p>TFC Agency Division or Client – Which department of TFC is responsible for this event.</p> <p>FMO – Facility Management and Operations</p> <p>FDC – Facility Design and Construction</p> <p>TFC Minor Construction</p> <p>Other</p> <p>Cell number where you can be reached</p> <p>Other phone number (back-up contact)</p> <p>Email address</p> <p>Enter your supervisor’s information. (To be used in case of emergency)</p> <p>Enter the contact information of the person who will be Onsite working on this event. (To be used in case of emergency).</p>
<p>Legislative Mandate:</p> <p>All Capitol Complex Tenant Agencies must be notified of possible business disruptions. <i>The Shutdown Notification process will automatically notify all tenant agencies in the building where the work will take place.</i></p> <p><i>Add below any OTHER stakeholders that should be notified.</i></p>	

Other Instructions:

Step 1: Download the Shutdown Notification Form

Step 2: Follow the instructions above. Red fields are required. Complete the form

Step 3: Submit the form by clicking the yellow button at the end of the form. (Or emailing the form directly to the notification team)