Guidelines for Minimizing Disruptions Due to Construction within the Terminal Building

Before project begins:

1. Map out area:
   - Identify storage needs
   - Identify airport furnishings that may need to be relocated

2. Recognize anything that will not fit in 'lay down area'
3. Noise disruptions will need to be pre-scheduled and may need to be rescheduled to accommodate EIA operational needs.
4. Any impact on natural, artificial light, directional signage or passenger flows must be pre-approved by either the Passenger Experience or Terminal Services Teams.
5. Odours- any work that may emit an abnormal odour such as burning, paints or solvents will need to be pre-approved by either of the above mentioned teams.

During Construction:
1. Baggage carts are for passenger use only and any misuse will result in a possible bill for damage.
2. If you foresee a use for carts, please bring your own. This is an expectation of all airport tenants.
3. Under no circumstances can airport fixtures or furnishings be used as part of a barrier for a construction zone. If an area needs to be cordoned off you must supply your own stanchions.
4. Pallets jacks cannot be moved over or across EIA mats or carpeting.
5. All deliveries need to be pre-approved.
6. All movement of equipment, tools or supplies that could cause a disruption to airport passenger traffic must be pre-approved.
7. If moving EIA property is necessary please ensure the following is done:
   a. -Move back to the original area when completed.
   b. -Keep furnishings in a useable fashion if applicable.
   c. -If you require assistance please call Terminal Services dept or DM.

8. Dust barriers must remain up at all times.   Any debris must be cleaned up by the contractor or cleaning will be billed back to the contractor.

For more information, please contact:
Passenger Experience Specialist: Sarah Cox 890-8452
Terminal Services Coordinator: Gerry West 890-6714
Or the Edmonton Airports' project manager assigned to your project.