

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION

TENANT IMPROVEMENT PLAN APPROVAL

AIRPORT DISTRICT MANAGER INSTRUCTIONS AND CHECKLIST

AIRPORT _____ DATE RECEIVED _____

LESSEE _____ BLDG. SPACE NO. _____

REVIEW MEETING DATE: Wednesday, 8:00 am on _____
in Conference Room C at Division Offices in IIT.

1. Obtain five (5) copies of plans, specifications and project description from the tenant.
2. Distribute to AIR-PM, AIR-L, AIR-P, AIR-E with respective review sheet simultaneously.
3. Set the review meeting date on the third Wednesday after receipt of proposal to allow two weeks for each parties review.
4. The reviewer may: 1) approve and return with comments to the ADM prior to the meeting date in which case the reviewer need not attend the meeting or 2) attend the meeting and provide comments at that time.
5. After ADM review of all comments and completion of ADM review sheet, route ADM review sheet to AIR with all review sheets for final approval.
6. If any reviewer finds the submittal to be inadequate they must notify the ADM within three (3) days of receipt in case the review meeting date needs to be revised. The ADM then reschedules the meeting date if necessary or starts approval process again with new documents.

CHECKLIST:

YES/NO

- | | |
|------------------------------------------------------|-------------|
| 1. Revised Plans and Specifications Submitted | _____/_____ |
| 2. Industrial Use Code Submitted | _____/_____ |
| 3. Construction Permits Obtained | _____/_____ |
| 4. Environmental Permits Obtained | _____/_____ |
| 5. Preconstruction Conference Held | _____/_____ |
| 6. Security/Badging Requirements Determined | _____/_____ |
| 7. Staging/Storage Areas Determined | _____/_____ |
| 8. Haul Routes Determined | _____/_____ |
| 9. Affected Tenants Notified | _____/_____ |
| 10. NTP Issued | _____/_____ |
| 11. Request AIR-EC Inspection Support | _____/_____ |
| 12. Final Inspection | _____/_____ |
| 13. Record Drawings Submitted | _____/_____ |
| 14. Record Drawings Submitted
Delivered to AIR-EG | _____/_____ |

Airport District Manager

Date

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION

TENANT IMPROVEMENT PLAN APPROVAL

AIRPORT DISTRICT REVIEW

AIRPORT _____ DATE RECEIVED _____

LESSEE _____ BLDG. SPACE NO. _____

REVIEW MEETING DATE: Wednesday, 8:00 am on _____
in Conference Room C at Division Offices in IIT. If
approved and returned to ADM prior to meeting date
attendance not required.

1. Architectural Theme - Recommend Approval/Disapproval
2. Operational and Airport Layout Plan Conformance - Recommend Approval/Disapproval
3. Requires FAA Review and Approval - Yes/No
4. Comments:

I have reviewed the proposal and APPROVE/DISAPPROVE of the project

Airport District Manager Date

I have reviewed the proposal and APPROVE/DISAPPROVE of the project

Comments:

Airports Administrator Date

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION

TENANT IMPROVEMENT PLAN APPROVAL

AIRPORT OPERATIONS (AIR-L) REVIEW

AIRPORT _____ DATE RECEIVED _____

LESSEE _____ BLDG. SPACE NO. _____

REVIEW MEETING DATE: Wednesday, 8:00 am on _____
in Conference Room C at Division Offices in IIT. If
approved and returned to ADM prior to meeting date
attendance not required.

1. ADA Compliance:

2. OSHA Compliance:

3. Fire Safety Compliance:

4. Comments:

I have reviewed the proposal and APPROVE/DISAPPROVE of the project

Airports Operations Officer

Date

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION

TENANT IMPROVEMENT PLAN APPROVAL

AIRPORT PROPERTY MANAGEMENT (AIR-PM) REVIEW

AIRPORT _____ DATE RECEIVED _____

LESSEE _____ BLDG. SPACE NO. _____

REVIEW MEETING DATE: Wednesday, 8:00 am on _____
in Conference Room C at Division Offices in IIT. If
approved and returned to ADM prior to meeting date
attendance not required.

1. Lease Requirements - Conforms/Does Not Conform
2. Environmental Guidelines - Conforms/Does Not Conform
3. Insurance Required:
4. Comments:

I have reviewed the proposal and APPROVE/DISAPPROVE of the project

Airports Property Management Supervisor

Date

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION

TENANT IMPROVEMENT PLAN APPROVAL

AIRPORT PLANNING (AIR-EP) REVIEW

AIRPORT _____ DATE RECEIVED _____

LESSEE _____ BLDG. SPACE NO. _____

REVIEW MEETING DATE: Wednesday, 8:00 am on _____
in Conference Room C at Division Offices in IIT. If
approved and returned to ADM prior to meeting date
attendance not required.

1. Conforms with Master Plan - Conforms/Does Not Conform
2. Environmental Compliance/EIS - Conforms/Does Not Conform
3. Requires FAA Review and Approval - Yes/No
4. Comments:

I have reviewed the proposal and APPROVE/DISAPPROVE of the project

Airports Head of Planning

Date

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION

TENANT IMPROVEMENT PLAN APPROVAL

AIRPORT ENVIRONMENTAL COMPLIANCE REVIEW

AIRPORT _____ DATE RECEIVED _____

LESSEE _____ BLDG. SPACE NO. _____

REVIEW MEETING DATE: Wednesday, 8:00 am on _____
in Conference Room C at Division Offices in IIT. If
approved and returned to ADM prior to meeting date
attendance not required.

1. Liquid Storage, especially fuel. Need SPCC Plan - Yes/No
2. Vehicle Maintenance - Conforms/Does Not Conform
3. Vehicle Washing - Conforms/Does Not Conform
4. New Storm Water Discharge/ hookup - Conforms/Does Not Conform
5. Storm Water Modifications Discharge/ hookup - Conforms/Does Not Conform
6. Comments:

I have reviewed the proposal and APPROVE/DISAPPROVE of the project

Airports Head of Environmental Compliance

Date

STATE OF HAWAII
DEPARTMENT OF TRANSPORTATION
AIRPORTS DIVISION

TENANT IMPROVEMENT PLAN APPROVAL

AIRPORT ENGINEERING (AIR-E) REVIEW

AIRPORT _____ DATE RECEIVED _____

LESSEE _____ BLDG. SPACE NO. _____

REVIEW MEETING DATE: Wednesday, 8:00 am on _____
in Conference Room C at Division Offices in IIT. If
approved and returned to ADM prior to meeting date
attendance not required.

Plans and Specifications Review:

1. AIR-E Comments:

2. AIR-EM Comments:

3. AIR-ED Comments:

4. AIR-EC Comments:

5. AIR-EG Comments:

Licensed Stamp Required: Architect _____ Civil _____ Electrical _____ Mech. _____

Permits Required: County Building _____ Tank Installation _____ Other _____

I have reviewed the proposal and APPROVE/DISAPPROVE of the project

Airports Engineering Program Manager

Date