

# **Minor Modification and Maintenance Workflow**

## **Definitions**

### **Minor Modifications:**

Radio swap outs/antenna changes/internal component upgrades/etc. Minor modifications are anything that does not structurally change the installation or increase the overall weight & size of the installation.

### **Maintenance to existing equipment:**

Procedures set forth by the carrier to maintain their equipment in good working condition, general cleaning, etc. \*

***\*Maintenance due to accident, act of God, etc. SpaanTech must be notified within twenty-four (24) hours by the provider/contractor. SpaanTech will investigate & document after the fact. See CPD code.: Chapter 10/ Section G-7/ Emergency Repairs***

## **Step #1: Initial Request from Telecom Provider**

Application request with the following documentation.

- Site survey/site map with location clearly outlined (color coded).
- Goggle earth images of location (overhead and closeup).
- GPS coordinates in decimal degrees and site identification number.
- Material specification sheets & applicable engineering drawings if necessary.
- \$500.00 application fee paid to Chicago Park District c/o Spaantech, Inc. Payments are to be made as directed on the application form.

## **Step #2 Initial Review of Request for Completeness & Technical Viability**

SpaanTech to conduct a review to see if the application is complete and accurate. Inform the applicant of discrepancies if any.

- Confirm the site location. Review the existing agreement currently in place with the Park District.
- Review the procedure proposed and the equipment to be changed.
- Review material specification sheets & drawings if applicable.

Confirm receipt of the application fee. Forward receipt to applicant.

## **Step #3 Park District Review of Request for Viability**

Forward request to Park District staff for their review.

- Assistant Director of Revenue
- General Foreman of Outside Electricians (if applicable).
- Regional Park Manager
- Project Manager of Park District Capital Planning & Construction -Permitting

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- Managing Partner (if applicable).

Return of comments from Park District with an approval or denial to proceed. If denied the reason/s why must be stated.

A three-day review by Park District staff. If no comments are received by the end of that period it will be assumed that there are no conflicts.

### **Step #4 Park District Review & Access Permit**

Notification to applicant/vendor of approval or denial of the application by Chicago Park District. Most likely a denial would be due to a scheduling conflict with planned Park District activities or other construction.

Direct the applicant to submit to the Chicago Park District for an access permit.

*Access Permit documentation, requirements and fees as set forth in the Chicago Park Districts permit application Overview, Tree Protection and exhibits B & C can be found on the Chicago Park Districts website.*

- Project Manager/Capital Planning & Construction-Permitting.

### **Step #5 Permit Confirmation/ Notification to Park District**

Upon final approval of the proposed procedures by way of an executed access permit.

Applicant to provide:

- Proposed timeline of when maintenance procedures are to take place.
- Copy of signed access permit. Copies of other government permits as required.
- Contractor name and contact information for same.

SpaanTech to provide notification to applicable Park District staff of pending procedures. To include:

- Regional Manager
- Park Supervisor
- General Foreman of Outside Electricians.
- Managing Partner if applicable.

**Park District Managers/Supervisors would need to reply within 36 hr.'s of notification, otherwise it will be assumed that there are no conflicts with Park District activities.** Conflicts with Park District activities would be communicated to the contractor and require a revised construction schedule from the applicant/general contractor.

### **Step #6 Commencement of Maintenance/Modification Procedures**

Vendor/applicant to confirm date & time with Spaan Tech a minimum of 48 hr.'s prior to when proposed procedure is to take place.

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- Meet applicant/contractor on site. Confirm procedure to take place.
- Monitor/inspect all construction/maintenance activities. Document procedures undertaken and equipment installed if applicable.
- Inspect Park condition upon completion of work. Provide punch list to contractor if required. Re-inspect if necessary.
- Site violations if required.

### **Step #7      Update Internal Database/Invoicing**

Applicants are invoiced for construction inspection services. Provide receipt to applicant upon confirmation of payment.

Update internal database/ tracking system.

Provide letter of acceptance to applicant & Park District.