For any additional sheets, diagrams, photos, information, and attachments - please combine all documents in 1 PDF with this NOW cover sheet as the first sheet. Thank you.

SJC **SAN JOSE MINETA INTERNATIONAL AIRPORT**

SJC Notice of Work (NOW)

Template Rev. 5/12/23

NOW #:	Project/Ref:	Date NOW submitted:
	NOW Title:	

Work to be Done for:
☐ Airport ☐ Tenant ☐ Other

Tenant Name & Contact (if applicable):

Contractor/Agency Information:
Company Name:

Address:

Contact Name:

Phone:

E-Mail:

Lower Tier Subcontractor Information (if applicable):
Company Name:

Address:

Contact Name:

Phone:

E-Mail:

Dates of Work:	Hours of Work (ex. 9am - 1pm, etc.):
Parking Location:	Number of Vehicles:

Detailed Location of Work:	Schedule of Activities:

Detailed Description of Work to be Performed & Path of Travel:

Tools/Equipment:

Hot Work: ☐ No   ☐ Yes (Attach Hot Work Permit to this NOW)

Utility Shutdown: ☐ No   ☐ Yes (Attach Approved MOP to this NOW)
Note: A Shutdown Request must be submitted at least 2 weeks prior

Escort: ☐ N/A   ☐ Contractor/Tenant   ☐ Good Guard Hired   ☐ Other

Affect to Normal Operations and Mitigation by Contractor:

Airport Contact - SJC P&D / Properties	Airport Contact - SJC Operations	Other Contact (if applicable):
Name:	Name:	Name:
Phone:	Phone:	Phone:
Email:	Email:	Email:

For the latest NOW, Hot Work Permit, and MOP Templates, please see: https://www.flysanjose.com/standards-and-guidelines/tenant-guidelines

Notice of Work (NOW) requests must be submitted to SJC a minimum of 3 business days prior to the requested dates of work. All NOWs require specific approval from an authorized SJC representative to start work.
Any changes after SJC approval require an amended NOW and approval before authorized to start work.