

Weekend Work Standards

- **Deadline:** Submitted **no later than Thursday at 11:00 AM** before the weekend work will be performed. Forms submitted after this time will be considered late and run the risk of being denied.
- **Request:** Submitted to the City of Phoenix Aviation DCS Project Manager and Primary Inspector of Record. The Improving PHX Project Manager as well as the Construction Inspector Supervisor Kato Warren (David.Warren@phoenix.gov) must be copied.
- **Process:** All weekend work requests will be submitted by the contractor no later than the deadline. Once approved by the DCS Project Manager, the Improving PHX Project Manager will issue notification for the weekend work, including all pertinent parties involved.
 - The (below) completed 'Weekend Work' form must be attached for review.
 - Approval/denial will be provided to the contractor in a timely manner after the request is sent.

Weekend Work

1. **Project Name/TI Number/AV Number:** _____

2. **City of Phoenix Aviation DCS Project Manager:** _____

3. **Weekend Work Dates:** _____

*(Weekend Work is defined as any activity that will occur between **Fridays @ 2:30 PM – Sundays @ 9:00 PM**)*

4. **Shift Hours:** _____

5. **Work Location/Level/Area:**

6. **Activities Being Performed:** _____

7. **Contractor/Subcontractor Performing Work On-Site:**

8. **Name/Number of On-Site Contact in charge:**

9. **Contractor Requesting Work:** _____

10. **Weekend Work Coordinator Name/Number:** _____