4 WORKFLOW PROCESS FOR BUILDING AND STRUCTURE ADDITIONS, DELETIONS, EDITS, AND ARCHIVES (SEE DIAGRAM 2)

1.1. Originator makes request

1.2. IIM acknowledges request and requests site plan

1.3. IIM cross checks database for number availability and assigns number in the system

    1.3.1. Spatial continuity check is performed

1.4. Request is logged in an IIM maintain request database

1.5. Site plan mark-up with proposed building numbers

1.6. Stakeholder review

    1.6.1. Marked up site plan is forwarded to

        – Airfield Operations (for AOA buildings)

        – Aviation Management (for all buildings)

1.7. Stakeholder approval(s)

1.8. Formal issuance of number procedure begins:

    1.8.1. GIS database is updated and structure geometry is added

    1.8.2. Notification via email is provided to the originator

    1.8.3. Active notification begins to the following:

        1. SFO Aviation Management – Viviana.Soper@flysfo.com, Eric.Yee@flysfo.com

        2. SFO Fire Department – per ERF

        3. SFO Police, Airport Bureau – TBD

        4. SFO Airfield Operations – Glenn.Brotman@flysfo.com, Drake.Poston@flysfo.com

        5. SFO Communications (911 system) - Reginald.Saunders@flysfo.com, William.Adams@flysfo.com

        6. SFO Facilities and Maintenance – joyce.allegro@flysfo.com, constance.fitzgerald@flysfo.com

        7. SFO Duty Managers SFOADMS@flysfo.com

        8. SFO Project Manager (if applicable)

        9. SFO Communications & Marketing – Charles.Scheduler@flysfo.com (if applicable)

        10. United States Post Office (if building number is Primary) - eddie.n.masangcay@usps.gov, david.w.jones@usps.gov, isidore.d.szczepaniak@usps.gov

           1.8.4.   Passive notification:

                1.   Updating of applicable databases

                2.   Updating of SFO base-maps and applications

                3.   Updating of FLYSFO and/or SFO Connect (if applicable)

                4.   System-wide email notification (if applicable)

1.9.   Create work order request for building/structure sign to be fabricated and installed by Airport Sign Shop (if necessary)

1.10.   (Google Map Update – need to coordinate with Charles Schuler)

1.11.   Request is logged as close in structures database

1.12.   Once building is issued a certificate of occupancy SFO IIM will take site photos of structure(s) for the database