



## Standard Operating Procedure

### I. Title: AT&T Conference Center Projects

**II. Purpose:** Guide Project Managers through special requirements for projects occurring at the AT&T Executive Education and Conference Center

### III. Details and Actions

#### Important Initial Considerations:

- Building Occupancy at ATT is maximized. Any renovation affecting occupancy will affect hotel operations. Closely monitor occupancy load when renovating spaces.
- The AT&T Conference Center Hotel operates 24/7.
- Both McCombs Business School and AT&T Executive Education Conference Center classes usually take place during typical office hours and must not be disrupted.
- McCombs School of Business Executive Education Offices maintain a business occupancy with typical daytime working hours.
- Classroom 205 belongs to and is scheduled by the McCombs School of Business Executive Education Center. It is, however, leased to the AT&T Conference Center Hotel for various purposes, often, after-hours.
- Utilities feeding the ATT building belong to the City of Austin. If any exterior utility work is planned, coordinate the work with the city as early as possible.
- There are three separate stakeholders with whom to coordinate: McCombs School of Business, AT&T Executive Education Conference Center (General Manager) and University Operations Vice President Office.
- AT&T Conference Center uses separate network closets and IT services than does the McCombs School of Business. IT issues will need to be coordinated with both AT&T IT services and UT ITS. A/V for AT&T Executive Education Conference Center shall be coordinated with the AT&T IT Services. A/V for McCombs Business School shall be coordinated with McCombs Business School.

- AT&T does not use UT Locks and Keys for their keying system (to include Classroom 205). All keying is by AT&T Loss Prevention.
- Construction CANNOT happen during busiest seasons: football, Commencement, New Year's, SXSW, ACL Festival, and other large events in Austin. With at least 30 days notice, the hotel can locate occupants away from construction. All project planning should be coordinated with AT&T prior to scheduling construction.
- Construction workers shall not mingle with hotel guests and event participants

**Contractors used in place of UT Shops:**

- General Note: The contractors listed below may have contracts renewed according to varying schedules to be determined by AT&T.
- Fire Alarm System Maintenance: Koetter Fire Protection (will be replaced by Simplex-Grinnell September, 2012)
- Instrumentation and Controls: Siemens (due to proprietary software)
- Sprinkler system maintenance: Vanguard
- AHU maintenance: Heat Transfer Solutions of Austin
- Chiller, Pump, Cooling tower, Water treatment plant maintenance: McQuay
- Fire Alarm testing: Follow the same protocol as any other UT Austin project

**Scheduling:**

- Schedule construction activities well in advance and keep the AT&T staff well informed. Structure-borne sound must be scheduled during hotel off-season, Contact hotel General Manager to determine appropriate time for such work.
- Coordinate with the AT&T staff any activities which might affect their operation (including dining and kitchen operations). For example utilities outages, fire sprinkler and HVAC work, fire alarm testing, etc.
- Be flexible with construction schedule, there are hotel guests and activities that take place in this building day and night.

**Construction:**

- A greater degree of cleanliness is required than is typical to most construction projects. There shall be no evidence of construction work visible or audible to the public. This includes construction dust, contractor signage, and walk-off mats. Protective coverings of corridor flooring are not allowed to remain in place. Floors must be vacuumed immediately after dust is created in

public corridors.

- Limit noise to a minimum at all times. Coordinate with hotel management before performing any work which will generate noise.
- Keep dust to a minimum and keep in mind the floor below if drilling the concrete slab. Provide a dust partition at the construction area if necessary.
- If there are noisy construction activities, the best time for them to take place in the hotel area is in the afternoon or early evening. In the Executive Education Conference Center, noise must be coordinated with multiple classroom break schedules.
- Dust partitions should be built with studs, gypsum board, floated and painted to match existing finishes on the side exposed to the exterior of the construction area.
- Protect flooring while deliveries take place and remove floor protection immediately after the delivery has been completed. If necessary, vacuum carpet and clean flooring after deliveries.
- Deliveries should only take place at loading area or other locations as directed by AT&T staff.
- Trash removal should take place so that it will not conflict with deliveries or other activities.
- Lay down areas and parking spaces are very limited. Coordinate locations with the AT&T staff during the preparation of the construction documents.
- Whitis Ave is a city street. Although hotel management may give approval for limited parking on this street, they are not the citing authority; the City of Austin is.
- Portions of the parking garage ceiling height are less than 6'-8."

#### **IV. References**