



Project Management & Construction Services

Standard Operating Procedures

I. Title: Contractor Parking and Staging

II. Purpose: Secure Pre-Approved parking and staging areas and provide a cost of parking for the project budget.

III. Actions:

1. Standard project parking: 2 spaces with or without a dumpster space
2. Standard Timeframes: 2 week turnaround for new or extension requests
3. Identify preferred staging/parking area for project- select map from PTS website. Highlight area requested and paste on the Parking Request Form identifying exactly which spaces are being requested using a drawing tool (e.g. MS Paint):
http://www.utexas.edu/parking/maps/lots/build_h_n.html
4. CC completes all information blocks on form; file a copy in the electronic project file folder under the Construction folder – create a subfolder labeled ‘Parking’ and email the form to the assigned parking PMCS Admin Support for processing
5. Approved copy of the Parking Request Form will be returned from PTS (parking costs are identified on page 2 of form) to the same PMCS Admin Support person for project team distribution and filing in the Construction\Parking folder with “APP” at the beginning of the subject line to designate it as the approved version
6. PM forwards the pre-approved PTS parking map to the PSP for inclusion on the site plan for the project
7. PTS charges the project budget, via a VT-5 form - Interdepartmental Transfer -when they issue the parking permits
8. Contractor must enclose their parking areas with approved chain link fencing and lock the gates. A double lock method on the fence with a University Mechanical Lock and the contractor’s lock will allow UT personnel access in an emergency.
9. Contractor must display permits on the dashboard of vehicles parked in these spaces at all times
10. Prior to expiration of permits, a “Contractor Parking Extension” form must be completed.

IV. References

Parking Request Form
Contractor Extension Form