

NON-STANDARD WORK REQUEST PROCESS

I. DEFINITIONS

- A. Standard Operational Hours: 6am to 6pm, Monday through Friday
- B. Non-Standard Hours: All other times, including the following holidays:
 - Memorial Day
 - Independence Day
 - Labor Day
 - Thanksgiving Day
 - Energy Conservation Day (typically day after Thanksgiving but may vary)
 - Dec. 25th through Jan. 1st (Holiday Shutdown)
- C. Construction Observer: Construction Inspection & Acceptance code-certified inspectors and field representatives of the SDR.
- D. Sandia Delegated Representative: Final acceptance authority for construction contracts.

II. RESPONSIBILITIES

- A. Contractor
 - 1. Complete this form and obtain assigned discipline (Arch/Civil/Structural, Mechanical, Electrical, or identified backup) Facilities Construction Observer signature.
 - 2. Provide copy to Facilities Construction Observer no later than **2:30pm** on the **Thursday** before the requested weekend work, or no less than two working days prior to the requested start date.
 - 3. Deliver completed form to Dept. 4211, Protective Force (hand-carry or fax) to one of two locations/fax numbers identified on the top of the form.
 - 4. Badge numbers: For new badges enter **DOE Credential** and for all other's the Badge Number.
- B. Facilities Construction Observer (Inspector): Provide copy of signed form to Dept. 04825 Office Administrative Assistant in T8/Rm2 (Patti Hykes 284-1581) immediately after receipt from the Contractor.
 - 1. Holidays: Consult with your Dept. Manager or SDR, and verify that work has been authorized for holiday work before signing form.
 - 2. Other non-standard hours (6pm – 6am, Mondays through Friday or Saturdays and Sundays):
 - Normal security conditions: Verify that adequate inspection coverage is available on-site or by cell phone or pager before signing form.
 - Elevated security conditions: Consult with Dept. Manager or SDR to verify that work is on approved mission critical projects list maintained by the Technical Services Program.

III. ADDING ADDITIONAL ROWS TO THE FORM

- A. This option is available for the Microsoft Word (.doc) file, not the Acrobat (.pdf) file.
- B. Go to **Tools**, and select the **Unprotect Document** option.
- C. Select an entire row on the list, and go to **Table**, select **Insert**, and then select either **Rows Above** or **Rows Below**.
- D. Enter the **F4 key** (repeat) as often as you want to insert the desired number of rows
- E. Go again to **Tools**, and select the **Protect Document** option. Choose **Forms** option without the password. This will return the document to a form document, for ease of electronic input.