
MEPF Alteration Procedures

Mechanical Systems

Provide no later than **10 business days prior** to the scheduled work:

- Description of scope of work and duration
- Marked-up floor plan to identify work area, including equipment ID(s)
- Method of Procedure if impacting base building systems and/or large area(s) of Tenant suite

Electrical Systems

Provide no later than **10 business days prior** to the scheduled work:

- Description of scope of work and duration
- Marked-up floor plan to identify work area, including circuit ID(s)
 - Identify circuits as new or existing
- Method of Procedure if impacting base building electrical distribution, base building equipment and/or entire sub-panels

Plumbing Systems

Provide no later than **10 business days prior** to the scheduled work:

- Description of scope of work and duration
- Marked-up floor plan to identify work area, including valve ID(s)
- Method of Procedure if impacting base building domestic water distribution systems and/or waste-vent systems

Fire/Life-Safety & Fire Protection Systems

Provide no later than **10 business days prior** to the scheduled work:

- Description of scope of work and duration
- Marked-up floor plan to identify work area, including fire alarm devices and automatic sprinkler system ID(s)
- Method of Procedure may be required depending on scope of work

No base building mechanical, electrical, plumbing and fire protection systems shall be operated by tenant contractors.