

T1 TERMINAL & ROADWAYS - SAN DIEGO INTERNATIONAL AIRPORT

Project Memorandum

Date: 4/19/2022 – Version 2.0

To: All ARRIVE Staff and Trade Partners

From: TFJV Construction Management

Re: Material Delivery Protocol

Effective Monday, **May 2, 2022, at 6:00 AM** the project will implement the new material delivery plan to support our jobsite coordination and control the gates.

Please follow the instructions from the Logistic Team Leaders that will provide for all material deliveries, rental equipment drops or pickup.

This information on this document from the JV will from time to time be changed by JV management and updated as required based on site and the project conditions.

A. Requirements for Material Delivery Truck Drivers (Including Rental Equipment):

- A delivery truck driver is someone who must enter the project to deliver materials or drop-off / pick-up rental equipment but does not perform any labor during the time on site.

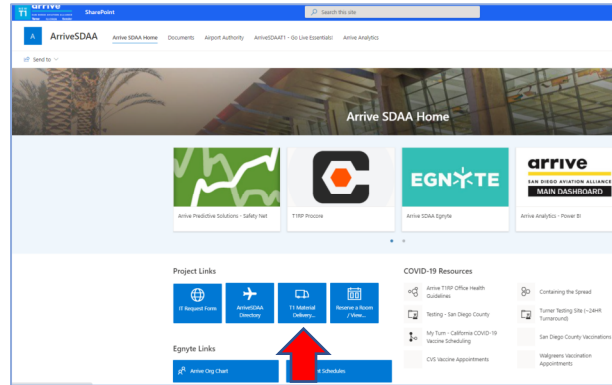
Please note:

- Wearing PPE is mandatory onsite all the time. (No shorts, no tank tops, no flip-flops shall be allowed on site at any time)
- Speed limit is 5 mph at the jobsite.
- Rental equipment will have designated drop zones.
- All material trucks need to stop at the gates and coordinate with guard security to enter the jobsite.
- The use of cellphones by anyone while driving onto SDAA site is unauthorized by the Arrives' team on the jobsite.
- Delivery trucks/hauling trucks must have the company logos on the side to enter the jobsite.
- Rentals and repair vehicles also enter in as deliveries.
- All trade partners or rental companies must coordinate the date and time of deliveries with Arrive Superintendents or supervisor at least one week in advance.
- Delivery drivers, and repair vehicles do not have to pick up visitor IDs, but we strongly encouraged the process for better efficacy.

B. Material Delivery Schedule Protocol:

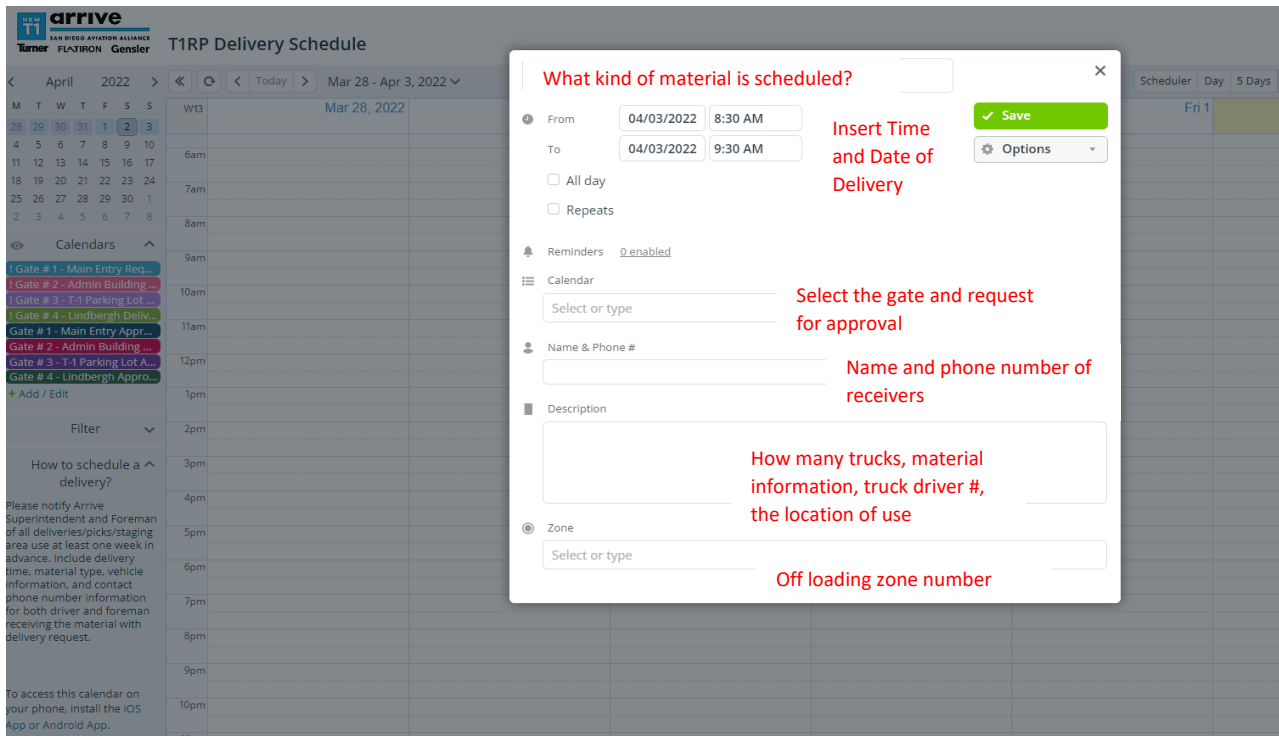
Arrive has a request to deliver schedule set up via **team-up program**, Team-up is the scheduling program for all deliveries; this allows the JV to know when material should be on site, and which gate or area to send the materials. You can access this schedule at Arrive SDAA Home page or by the link below:

<https://teamup.com/ksjn6vwwnn1ijiqevr>



Arrive SDAA Home Page

Please notify the Arrive superintendent and supervisor of all deliveries/picks/ staging area use at least 48 hours in advance. Include delivery time, material type, vehicle information and contact phone number for both driver and receiving supervisor with delivery request.



Direction of filling out the schedule

After any delivery has been schedule through request by a vendor and submitted for delivery, one of the JV Superintendents will review and approve that request and share it with our security guards.

The security guards will always have access to the daily delivery schedule. Those deliveries not scheduled, will need to present their manifest to the site Superintendent for entry onto the project site, and there is a possibility that their delivery may be sent away until it can be scheduled.