

## Crane Pre-Lift Checklist

<b>Crane Lift Date:</b>	
<b>General Contractor:</b>	
<b>Crane Contractor:</b>	

**The following information is required from the contractor:**

	Annual and Quadrennial Inspection Certification
	Operator Certification(s)
	Rigging Certification(s)
	Rigging and Lift Plan
	Crane Operator's Manual
	Barricade Radius of Crane
	Load Chart
	Pedestrian/Traffic Control Plan
	Certificate of Insurance <i>(must include USC as additionally insured)</i>

**Email the documents to the following for review and approval:**

	<b>Fire Safety &amp; Emergency Planning</b> - Rob Forsberg ( <a href="mailto:forsberg@usc.edu">forsberg@usc.edu</a> )
	<b>Dept. of Public Safety (DPS)</b> - Mark Cervenak ( <a href="mailto:mcervenak@dps.usc.edu">mcervenak@dps.usc.edu</a> )
	<p><b>USC Transportation Services:</b></p> <ul style="list-style-type: none"> <li>• Pablo Sahagun (<a href="mailto:psahagun@usc.edu">psahagun@usc.edu</a>) – Parking Operations Manager</li> <li>• Noel Ricardo Aguilar (<a href="mailto:noelagui@usc.edu">noelagui@usc.edu</a>) – Senior Manager, Transportation</li> </ul> <p><i><b>NOTE:</b> Once Transportation Services approves the location, Transportation Customer Service will be notified and contractor can purchase permit over-the-counter. Permits are required for any vehicle or equipment on campus.</i></p>
	<b>FPM Landscape</b> – Alejandro Benitez ( <a href="mailto:abenitez@usc.edu">abenitez@usc.edu</a> )
	<b>Campus Filming</b> – Torie Daves ( <a href="mailto:daves@usc.edu">daves@usc.edu</a> )

***Crane Pre-Lift Plan must be emailed to the PM and FPM Health and Safety at least one week prior to the scheduled crane lift.***

## **Permit Information**

Oversized permits are required for all storage containers, food trucks, box trucks and any oversized units that do not fit in regular spaces and/or parked in restricted areas. As a reminder, these permits are not valid for any regular vehicles. The cost for these units is \$60 daily rate.

If yellow zones are required to accommodate the oversized vehicles parking, then additional costs are incurred to barricade yellow zones at \$60 plus material and daily labor fee (Total \$72). Please note that the act of barricading a certain area cannot be guaranteed as it is completed in advance of the event day and is not subject to constant supervision, thereby allowing for the possibility of relocation by others.

- The \$60 rate oversized permit is for vehicles under 30ft.
- Vehicles over 30ft in length (Semi-trucks & Buses) will be \$85 daily rate.

For access to any restricted area, approval from Fire Safety and DPS is required. If requesting for parking at a non-designated area, approval from the Department of Fire & Safety and Department of Public Safety is mandatory before the purchase of the special permit.

Payment must be made by credit card (MasterCard, American Express, Discover, VISA Except USC Procurement Card), in which case the ID of the person picking up the permit must match the credit card billing information. This special permit must be purchased several days before the event date.

If you wish to cover the cost under departmental requisition, please submit an Internal Service Delivery (ISD) (Formerly IRs) of the same to validate. Please confirm when you plan to visit the office to pick up the permits. Please email Pablo Sahagun ([psahagun@usc.edu](mailto:psahagun@usc.edu)) once this process has been completed.

Please note that we do not offer any refunds once the pre-paid parking permits/passes have been issued. To avoid issues with access upon entry, please send Pablo Sahagun your confirmation permit number. Note that DPS provides the access clearance and directions to restricted areas.

Kindly note that any vehicle left unattended or any driver without a permit is liable for a citation.

Please notify the USC Transportation office when you plan to visit campus to process all permit information to ensure parking accommodations. The University Park Campus (UPC) Transportation office is located 620 W McCarthy way, Los Angeles, CA 90007. The Transportation office hours are Monday to Friday 8:30AM to 5:00 PM. Also please note that, we are closed on weekends and holidays.