



### Crane Lift Pre-Checklist

**Prior to any crane lift at a Santa Clara University (SCU) owned or operated building, the following items shall be completed by the SCU Project Manager or designated personnel at least 72 hours in advance:**

- A copy of the crane lift plan shall be provided to SCU EHS for review.
  1. Site map indicating crane location during lift.
  2. Crane technical information (e.g. Crane type, base, counterweight, range, capacity, chart identification).
  3. Crane Operator Certifications.
  4. Crane certificate or unit test and/or examination of crane, derrick, or other material handling device over 3-Ton rated capacity.
  5. Crane operator certificate of liability insurance.
- A copy of the Federal Aviation Administration (FAA) Aeronautical Study (when applicable) due to proximity of Norman Y. Mineta San Jose International Airport shall be provided to SCU EHS.
- Notify Santa Clara University Facilities Teams:
  1. Building Maintenance
- Notify Santa Clara University Building Manager
- Notify Santa Clara University Campus Safety Services

**On the day of the crane lift the SCU Project Manager or designated personnel is responsible for:**

- Ensuring the building fire system is on "test" when applicable with SCU EHS.
- Securing all building entrances to prevent unauthorized personnel from entering the building.
- Walking the entire building to ensure the building is completely empty.