



TENANT DIRECTIVE

BWI: 700.5
DATE: August 12, 2020
DISTRIBUTION: B

**TITLE: USE OF HAND TRUCKS AND OTHER WHEELED DEVICES IN THE
BALTIMORE/WASHINGTON INTERNATIONAL THURGOOD
MARSHALL (BWI MARSHALL) AIRPORT TERMINAL BUILDING**

I. REFERENCES

- A. Code of Maryland Regulations 11.03.01.08(C), Baltimore/Washington International Thurgood Marshall Airport, Personal Conduct, Preservation of Property.
- B. This Directive supersedes BWI Marshall Airport Tenant Directive 700.5, dated June 16, 1998.

II. DIRECTIVE STATEMENT

- A. Wheeled devices including, but not limited to, hand trucks, hand carts, dollies, forklifts, scissor lifts, and boom lifts shall not be used within the BWI Marshall Airport Terminal Building by tenants, sub-tenants, contractors, or service providers unless equipped with rubber bumpers or padded edges and corners that will prevent damage to walls, parapets, counters, escalators, elevators, and other upright structures.
- B. All such wheeled devices shall be equipped with wheels constructed of rubber or soft plastic material to prevent damage to floor surfaces. All other wheel types are prohibited.
- C. All forklifts, scissor lifts, boom lifts, and other similar wheeled devices must have three-quarter inch plywood under the wheels while being operated or while stationary on the mirror tile floor.

- a. All loading for the equipment must not damage the floor structure. The floor load for BWI Marshall Airport is **125 pounds per square foot**. The loading is to include:
 - The equipment being moved.
 - The mode of transportation.
 - The personnel moving the equipment.
 - The loads of the items around the load in transport (area of influence); i.e., if you pass another large item already in place, that item's load must be included in your calculation.
 - The minimum area of influence for the calculations is 5 feet by 5 feet.
- b. Any questions or variables should be addressed to the BWI Permit Committee at dflaherty1@bwiairport.com.

III. PROCEDURES

All non-conforming equipment and devices shall be removed from active service until such equipment/device is brought into compliance.

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John A. Stewart
Director
Office of Airport Operations