

**EXHIBIT D**



**PLANNING, DESIGN AND CONSTRUCTION**

**Construction Incident Report**

PD&C Project No. \_\_\_\_\_

To (via email): Project Manager, Planning, Design and Construction, 3201 Arch Street

Date of Report: \_\_\_\_\_

Date of Occurrence: \_\_\_\_\_

Time of Occurrence: \_\_\_\_\_

Incident Location: Building: \_\_\_\_\_ Bldg. #: \_\_\_\_\_ Floor: \_\_\_\_\_ Room(s): \_\_\_\_\_

Issued by: \_\_\_\_\_ (Contractor/Construction Manager)

Individual Completing this Form: \_\_\_\_\_

Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact at Time of Incident: \_\_\_\_\_ Safety Security Facilities

Date of Contact: \_\_\_\_\_ Time Contacted: \_\_\_\_\_

Action Taken:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- cc: Director - Planning, Design & Construction
  - Director - Public Safety (for any security issues)
  - Director - Environmental Health and Safety (for any safety issues and sprinkler, standpipe, fire alarm work)
  - Building Systems Manager - Facilities Management (for any mechanical, electrical or plumbing issues)
  - Project Manager - GCA (for Creese, MacAlister, Phys Ed Ctr. & all Dormitories)
  - Property Manager - API (for 3001-101 Market)
  - Property Manager - API (for other API properties)
- Fax: 215 895-6733  
Fax: 215 895-1550  
[safeheal@drexel.edu](mailto:safeheal@drexel.edu)  
Fax: 215 895-6754  
Fax: 215 895-6701  
Carmen Piccolo at [piccoloc@drexel.edu](mailto:piccoloc@drexel.edu)