

Planned Outage and Interruption Request

Work Owner _____ Organization _____ Phone _____

Onsite Contact _____ Phone _____

Project # _____ Customer Request _____ WO Number _____

Interruption Type

Building System Interruption or Building Space Closure <small>(Only if part of a building is out, Check all that apply)</small>	Building Access Control		Elevator		Laboratory Utility		Sanitary Sewer	
	Electric Power		Heating Ventilation & A/C (HVAC)		Natural Gas		Domestic Water	
	Building Space/Entrance		Telephone/IT		Fumehood		Cooler/Freezer	
	Other (Explain below)							
Utility Outage <small>(If entire building is out)</small>	Electric Power		Natural Gas		Sewer from Building		Domestic Water	
	Hot Water (Central Plant)		Chilled Water (Central Plant)		Steam (Central Plant)		Other (Explain Below)	
Outside Closures	Roadway		Sidewalk		Bike Lane		Waste Receptacle	
	Parking Spaces		ADA Facilities		Traffic Signal		Other (Explain below)	
Life Safety Systems	Fire Alarm		Sprinkler System and/or Fire Pump		Special Hazards		Fire Hydrant	
	Is fire watch required? (Determined by Risk Management & Safety and University Engineer)							
Notifications	Unplanned Outage		Preventative Maintenance		Other (Explain below)			

Description of Work Activity _____

Building(s) or Location(s) Affected _____

Specific Space Affected (Room Numbers) _____

How are the building clients or University stakeholders affected? What will they notice?

Schedule:

Start Date: _____ Start Time: _____ End Date: _____ End Time: _____

Planned Outage and Interruption Request

Planning Reviews (Per Review Matrix):

Organization	Review Required?	Reviewer	Review Date
Maintenance Zone Supervisor			
Utility Supervisor			
Other			
Other			

Client Approvals (Per Approval Matrix):

Organizations Affected by Work, Interruption, or Outage			
Client	Building(s)	Key Contact	Approval Date

Facilities Management Approvals (Per the Approval Matrix)

Facilities Management								
Maintenance			Utility and Energy			Construction		
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date
For Life Safety Systems								
University Engineer			Risk Management and Safety					
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Submittal:

Work Owner Signature: _____ Date _____

Planned Outage and Interruption Request

Building Systems Interruption Request Form Instructions

Purpose

This form is required any time a planned interruption, utility outage, or space closure is needed. The intent is to document approval and provide the information necessary for concise communication of planned outages and interruptions to the campus and others with need to know. It is also used to provide information necessary to communicate unplanned outages, Preventative Maintenance, and other activities to the campus community.

The Work Owner is responsible for planning and scheduling the outage or interruption, obtaining the necessary approvals, and submitting the completed form to Work Management. Work Management will then issue the communication to the appropriate campus stakeholders.

Form Information

1. **Work Owner** – Individual responsible for conduct of the work requiring the interruption or outage. Include Auburn University Organization and cell phone number.
2. **Onsite Contact** – Individual directly responsible for the conduct of the work and typical will be on site during implementation. Include cell phone number.
3. **Project Number** – Auburn University Facilities project number if applicable
4. **Customer Request** – AiM Request number if applicable.
5. **WO Number** – AiM work order number if applicable.
6. **Interruption Type** – Select the system, component or space type that will be interrupted and out of service. Select all that apply, however if a utility outage is selected and the entire building will be interrupted do not select individual building systems. As example, do not select HVAC in a building if electric power will be off to the entire building.
7. **Life Safety Systems** - Outages on these systems are required if the system itself is taken out of service, or if any other system (domestic water, electric power) is taken out of service and prevents life safety from functioning. Outages on life safety system require approval of Risk Management and Safety and University Engineer. They will determine if a fire watch will be required.
8. **Description of Work Activity** – Describe specifically what work will be performed during the outage.
9. **Building(s) or Location(s) Affected** – List all buildings affected using official university name. If outside space describe the location of the activity including buildings that will be directly impacted if necessary.
10. **Specific Space Affected** – Provide floor, room numbers, or area of the building that will be affected.
11. **How are the building clients or University stakeholders affected? What will they notice?** – Provide sentence on the specific impact of the outage and describe what University stakeholders will notice.
12. **Schedule** – Provide start and estimated end dates and times
13. **Planning Reviews** – Discussions conducted with designated individuals during the planning and scheduling phase of the outage or interruption. The review matrix defines the minimum reviews required, additional reviews may be required depending on the nature of the work. No signature or hard approval documentation is required for reviews.
14. **Client Approvals** – Obtain approval of Key Contact of all organizations with assigned space in affected buildings or in buildings near the work. Client approval can be documented with e mail or signature on the form.
15. **Facilities Management Approvals** – Obtain necessary approval based on the type of outage and the required approvals from the approval matrix.
16. **Work Manager Signature** – Sign and date the form and submit to Work Management

Auburn University Facilities Management
Planned Outage and Interruption Approval Matrix
09/11/2015

Forms	Maintenance Management		Utility Management		Construction Management		University Engineer		Risk Management and Safety		Organization Affected By Work, Interruption, or Outage	
Interruption Classification	Approval Required?	Approvers	Approval Required?	Approvers	Approval Required?	Approvers	Approval Required?	Approvers	Approval Required?	Approvers	Approval Required?	Approvers
Building System Interruption Building Space Closures ⁽¹⁾	Yes All	One of the following ⁽²⁾ : Lloyd Albert Bob Hix John McGuckin	No		Yes Only those with Construction Management as Work Owner	One of the Following: Mitch Walley Scott Fuller	No		No		Yes	Key Contacts for all organizations with assigned space in affected building or in buildings near the work
Utility Outage ⁽¹⁾	Yes All	One of the following: Lloyd Albert Bob Hix John McGuckin	Yes All	One of the following: Ken Martin Malcolm Dailey Eric Moore	Yes Only those with Construction Management as Work Owner	One of the Following: Mitch Walley Scott Fuller	No		No		Yes	Key Contacts for all organizations with assigned space in affected building or in building near the work
Outside Closures	Yes All	One of the following: Lloyd Albert Bob Hix John McGuckin	Yes Only those with Utilities and Energy as Work Owner	One of the following: Ken Martin Malcolm Dailey Eric Moore	Yes Only those with Construction Management as Work Owner	One of the Following: Mitch Walley Scott Fuller	No		No		Yes	Parking Services - Don Andre Tiger Transit - Rex Huffman Affected Client if applicable as determined by Work Owner's approver
Life Safety Systems Fire Alarm Sprinkler System and/or Fire Pump Special Hazards Systems	Yes All	One of the following: Lloyd Albert Bob Hix John McGuckin	No		Yes Only those with Construction Management as Work Owner	One of the Following: Mitch Walley Scott Fuller	Yes All	Mark Aderholt	Yes	MaryAnn May Future: Jon Haney	No	
Notifications: Emergency Outage Preventative Maintenance, Other	No		No		No		No		No		No	

Notes:
(1) If Interruption or Outage affects Fire Alarm, Sprinkler and/or Fire Pump, or Special Hazards System, then also follow Life Safety approval protocol
(2) Interruption request shorter than five working days require Maintenance Director Approval

Auburn University Facilities Management
Planned Outage and Interruption Review Matrix

Draft 9/01/2015

Interruption or Outage		Maintenance		Utilities and Energy	
Interruption Classification	Type Interruption	Review Required	Reviewer	Review Required	Reviewer
Building System Interruption Building Space Closures	<i>All</i>	<i>Yes</i> <i>All</i>	<i>Maintenance Zone Supervisor</i>	<i>No</i>	<i>N/A</i>
Utility Outage	<i>Electric Power</i>	<i>Yes</i> <i>All</i>	<i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Keith Nall</i>
	<i>Natural Gas</i>	<i>Yes</i> <i>All</i>	<i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Barry Walker</i>
	<i>Water to Building</i>	<i>Yes</i> <i>All</i>	<i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Barry Walker</i>
	<i>Sewer from Building</i>	<i>Yes</i> <i>All</i>	<i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Barry Walker</i>
	<i>Chilled Water to Building</i> <i>(Central Plant)</i>	<i>Yes</i> <i>All</i>	<i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>David Howell</i>
	<i>Hot Water to Building</i> <i>(Central Plant)</i>	<i>Yes</i> <i>All</i>	<i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>David Howell</i>
	<i>Steam to Building</i> <i>(Central Plant)</i>	<i>Yes</i> <i>All</i>	<i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>David Howell</i>
Outside Closures <i>Roadway</i> <i>Parking Spaces</i> <i>Sidewalk</i> <i>ADA Facilities</i> <i>Bike Lane</i> <i>Traffic Signal</i> <i>Waste Receptacle</i>	<i>All</i>	<i>No</i>	<i>N/A</i>	<i>No</i>	<i>N/A</i>
Life Safety Systems <i>Fire Alarm</i> <i>Sprinkler System and/or Fire Pump</i> <i>Special Hazards Systems</i>	<i>All</i>	<i>Yes</i> <i>All</i>	<i>Maintenance Zone Supervisor</i>	<i>No</i>	<i>N/A</i>
Notifications: <i>Unplanned Outage</i> <i>Preventative Maintenance</i> <i>Other</i>	<i>All</i>	<i>No</i>	<i>N/A</i>	<i>No</i>	<i>N/A</i>