

Planned Outage and Interruption Request

Work Owner _____ Organization _____ Phone _____

Onsite Contact _____ Phone _____

Project # _____ Customer Request _____ WO Number _____

Select Interruption Type:

Building System Outage or Space Closure (Only if part of a building is out, Check all that apply)		Building Access Control		Elevator		Laboratory Utility		Sanitary Sewer
		Electric Power		Heating Ventilation & A/C (HVAC)		Natural Gas		Domestic Water
		Building Space/Entrances/ Occupant Flow		Telephone/IT		Fumehood		Cooler/Freezer
		Emergency Power (Life Safety Approval required)		Other (Explain below)				
Utility Outage (If entire building is out)		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 System Outage (Required any time system or components are taken out of service)		Fire Alarm		Fire Suppression System and/or Fire Pump		Special Hazards Range Hood		Fire Hydrant
		Fire watch required? Yes or No (Determined by Risk Management & Safety and University Engineer)				Note:		
Life Safety Notifications		Annual Fire Alarm Test and Inspection		Fire Suppression System Testing		Fire Alarm System Testing		Fire Alarm System Download
Notifications		Unplanned Outage		Preventative Maintenance		Risk Mgt. & Safety Inspection		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 Manager or Supervisor			
Utility Supervisor			
Others as Needed			

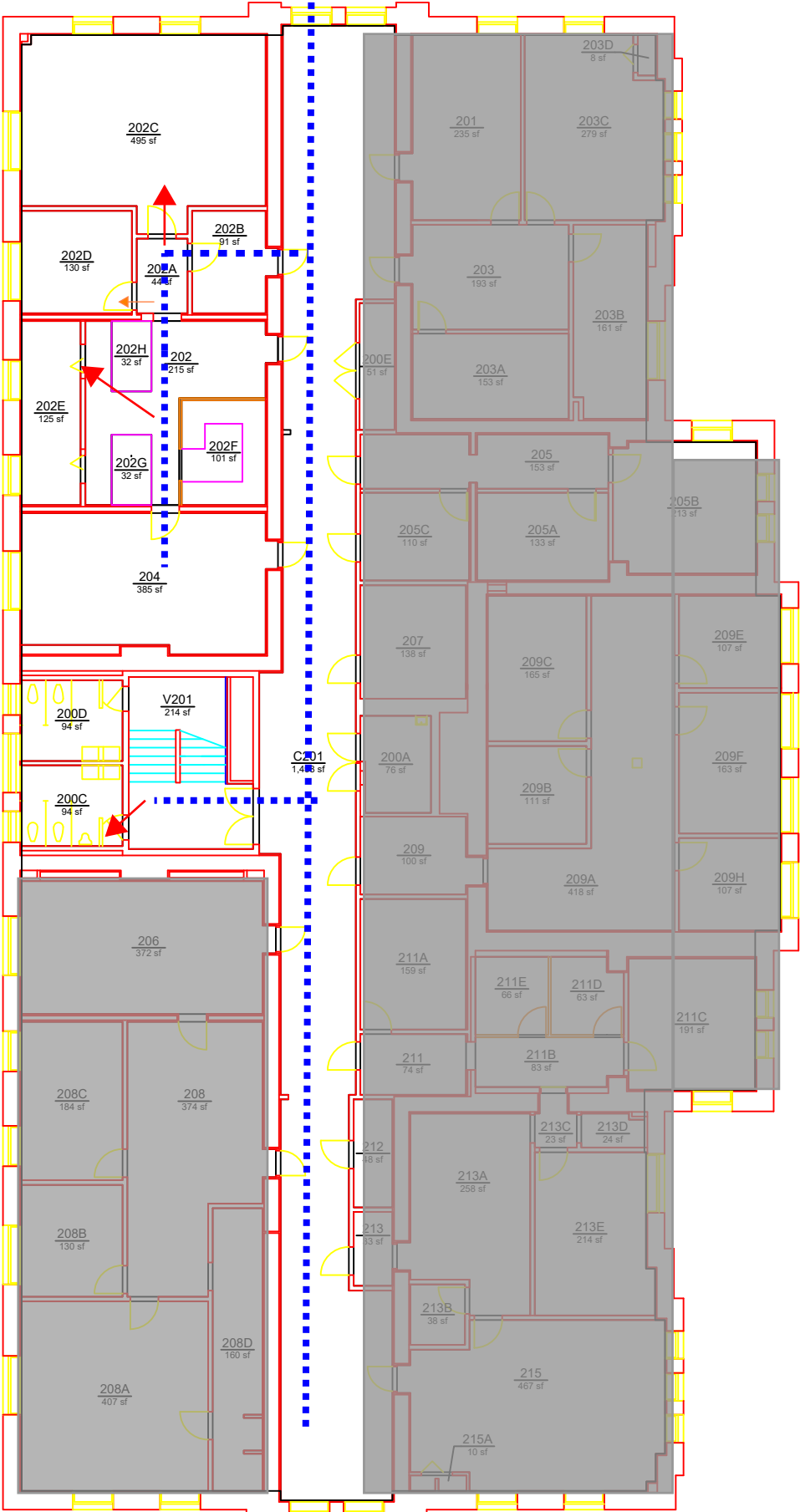
Client Approvals (Per Approval Matrix):

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			Design & Construction		
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date
	Eric Moore						Andrew Spurlin	12/4/24
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
	Dee Sneed							
For Life Safety Systems								
University Engineer			Risk Management and Safety					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
	Bob Hix			Jessica Covington				
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: Josh Lane Date _____

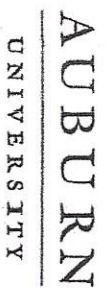


BASE FLOOR PLAN
SAMFORD HALL
LEVEL: 02



Planning, Design,
and Construction
Facilities Management
1161 West Samford Ave, Building 1
Auburn, AL 36849

Building No.: AA_X0304
File Name: AA_X0304_02
Last Export: 06/28/2023
Report Created By: Ellen Doyle
Report Date: 02/01/2024



FIRE WATCH SIGN-OFF FOR:

Samford Hall 2004

24-471

1

From: [C Wagoner](#)
To: [Joshua Lane](#); [Nolan Torbert](#); [Eric Moore](#); [Dee Sneed](#); [Bob Hix](#); [Jessica Covington](#)
Cc: [Susan Nesmith](#); terry.brendlesprinkler@gmail.com; [Brian Platt](#); [CJ McKee](#)
Subject: RE: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage
Date: Tuesday, December 3, 2024 3:18:55 PM

Zone 4 approves

Burke Wagoner

Supervisor Zone 4 Maintenance

Auburn University

Facilities Management

334-734-0937

From: Joshua Lane <jbl0007@auburn.edu>
Sent: Tuesday, December 3, 2024 2:49 PM
To: C Wagoner <cbw0021@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Cc: Susan Nesmith <deleos@auburn.edu>; terry.brendlesprinkler@gmail.com; Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>
Subject: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage

All,

See the attached sprinkler outage for Samford Hall 204. **Scheduled for 12/10/24 and 12/11/24.**

- Sprinklers will be plugged/turned up at the drop-in ceiling.
- The second zone of sprinklers above the drop ceiling will remain active throughout the construction duration.
- A fire watch plan will be provided for the 2nd floor

Please reply with your approval and/or comments.

Thanks,

Josh

From: [Nolan Torbert](#)
To: [Joshua Lane](#); [C Wagoner](#); [Eric Moore](#); [Dee Sneed](#); [Bob Hix](#); [Jessica Covington](#)
Cc: [Susan Nesmith](#); terry.brendlesprinkler@gmail.com; [Brian Platt](#); [CJ McKee](#)
Subject: Re: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage
Date: Tuesday, December 3, 2024 2:54:31 PM
Attachments: [Outlook-3v1lvcxh.png](#)

I approve.

Nolan Torbert
Building Manager/Coordinator III
Facilities Management/Campus Services

Auburn University
Auburn, AL 36849
334-750-4352 (Office)
ntt0002@auburn.edu

From: Joshua Lane <jbl0007@auburn.edu>
Sent: Tuesday, December 3, 2024 2:49 PM
To: C Wagoner <cbw0021@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Cc: Susan Nesmith <deleos@auburn.edu>; terry.brendlesprinkler@gmail.com <terry.brendlesprinkler@gmail.com>; Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>
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Please reply with your approval and/or comments.

Thanks,
Josh

Joshua Lane
Facilities Project Manager - Construction Management
Auburn University Facilities Management

From: [Susan Nesmith](#)
To: [Joshua Lane](#)
Subject: RE: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage
Date: Wednesday, December 4, 2024 1:48:26 PM
Attachments: [image001.png](#)

Approved.



Susan Nesmith
Executive Support Specialist II
Office of the President
107 Samford Hall | Auburn University, AL 36849
(334) 844-4650 | Fax: (334) 844-6179

From: Joshua Lane <jbl0007@auburn.edu>
Sent: Wednesday, December 4, 2024 10:30 AM
To: C Wagoner <cbw0021@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Cc: Susan Nesmith <deleosu@auburn.edu>; terry.brendlesprinkler@gmail.com; Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>
Subject: RE: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage

All,

Resending outage with updated fire watch plan.

Joshua Lane
Facilities Project Manager - Construction Management
Auburn University Facilities Management
[1161 W Samford Ave, Auburn University, AL 36849](#)
C: 334-703-0214 | jbl0007@auburn.edu

From: Joshua Lane <jbl0007@auburn.edu>
Sent: Tuesday, December 3, 2024 2:49 PM
To: C Wagoner <cbw0021@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Cc: Susan Nesmith <deleosu@auburn.edu>; terry.brendlesprinkler@gmail.com; Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>
Subject: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage

All,

From: [Eric Moore](#)
To: [Joshua Lane](#); [C Wagoner](#); [Nolan Torbert](#); [Dee Sneed](#); [Bob Hix](#); [Jessica Covington](#)
Cc: [Susan Nesmith](#); terry.brendlesprinkler@gmail.com; [Brian Platt](#); [CJ McKee](#)
Subject: RE: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage
Date: Tuesday, December 3, 2024 3:25:30 PM

I approve

From: Joshua Lane <jbl0007@auburn.edu>
Sent: Tuesday, December 3, 2024 2:49 PM
To: C Wagoner <cbw0021@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Cc: Susan Nesmith <deleosu@auburn.edu>; terry.brendlesprinkler@gmail.com; Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>
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- A fire watch plan will be provided for the 2nd floor

Please reply with your approval and/or comments.

Thanks,

Josh

Joshua Lane

Facilities Project Manager - Construction Management

Auburn University Facilities Management

[1161 W Samford Ave, Auburn University, AL 36849](#)

From: [Andrew Spurlin](#)
To: [Joshua Lane](#)
Subject: RE: 24-471 Samford Hall 204 outages
Date: Wednesday, December 4, 2024 2:20:10 PM

Approved on both – please use this email as the approval for transmittal to work management.

Thanks for getting these pulled together

From: Joshua Lane <jbl0007@auburn.edu>
Sent: Wednesday, December 4, 2024 2:15 PM
To: Andrew Spurlin <jas0250@auburn.edu>
Subject: 24-471 Samford Hall 204 outages

Andrew,

See attached outages with approvals.

Thanks
Josh

Joshua Lane
Facilities Project Manager - Construction Management
Auburn University Facilities Management
[1161 W Samford Ave, Auburn University, AL 36849](#)
C: 334-703-0214 | jblooo7@auburn.edu

From: [Dee Sneed](#)
To: [Joshua Lane](#); [C Wagoner](#); [Nolan Torbert](#); [Eric Moore](#); [Bob Hix](#); [Jessica Covington](#)
Cc: [Susan Nesmith](#); terry.brendlesprinkler@gmail.com; [Brian Platt](#); [CJ McKee](#)
Subject: RE: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage
Date: Wednesday, December 4, 2024 10:30:46 AM
Attachments: [image001.png](#)

Campus Services approves.

Kind Regards,

Dee



Dee Sneed, MBA, CEFP
Director, Campus Services
Facilities Management
334-844-9120 office
334-734-1826 cell

From: Joshua Lane <jbl0007@auburn.edu>
Sent: Wednesday, December 4, 2024 10:30 AM
To: C Wagoner <cbw0021@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
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Subject: RE: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage

All,

Resending outage with updated fire watch plan.

Joshua Lane
Facilities Project Manager - Construction Management
Auburn University Facilities Management
[1161 W Samford Ave, Auburn University, AL 36849](#)
C: 334-703-0214 | jbl0007@auburn.edu

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Sent: Tuesday, December 3, 2024 2:49 PM
To: C Wagoner <cbw0021@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bob Hix <hixjame@auburn.edu>;

From: [Bob Hix](#)
To: [Joshua Lane](#)
Cc: [C Wagoner](#); [Nolan Torbert](#); [Eric Moore](#); [Dee Sneed](#); [Jessica Covington](#); [Susan Nesmith](#); [terry.brendlesprinkler@gmail.com](#); [Brian Platt](#); [CJ McKee](#)
Subject: Re: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage
Date: Wednesday, December 4, 2024 1:58:42 PM

Approved

Bob Hix, P.E.

University Engineer, Client Relations

Auburn University Facilities Management

1161 W Samford Ave. Auburn University, AL 36849

C: 334-740-8247 | bobhix@auburn.edu

On Dec 4, 2024, at 10:30 AM, Joshua Lane <jbl0007@auburn.edu> wrote:

All,

Resending outage with updated fire watch plan.

Joshua Lane

Facilities Project Manager - Construction Management

Auburn University Facilities Management

1161 W Samford Ave. Auburn University, AL 36849

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Sent: Tuesday, December 3, 2024 2:49 PM

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Cc: Susan Nesmith <deleosu@auburn.edu>; terry.brendlesprinkler@gmail.com; Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>

Subject: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage

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From: [Jessica Covington](#)
To: [Joshua Lane](#)
Subject: RE: 24-471-Samford Hall - Room 204, Add New Wall-Sprinkler Outage
Date: Wednesday, December 4, 2024 10:23:50 AM
Attachments: [image001.png](#)

Hi Josh,
I approve.

Thank you,



Jessica L. Covington, CSP
Safety and Health Manager
Risk Management and Safety | Auburn University
1161 W. Samford Ave., Bldg. 9 | Auburn, AL 36849
(W) 334-734-1715

From: Joshua Lane <jbl0007@auburn.edu>
Sent: Tuesday, December 3, 2024 2:49 PM
To: C Wagoner <cbw0021@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
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