

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 <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/Entrances/ Occupant Flow		Telephone/IT		Fumehood		Cooler/Freezer
		Emergency Power <small>(Life Safety Approval required)</small>		Other <small>(Explain below)</small>				
Utility Outage <small>(If entire building is out)</small>		Electric Power		Natural Gas		Sewer from Building		Domestic Water
		Hot Water <small>(Central Plant)</small>		Chilled Water <small>(Central Plant)</small>		Steam <small>(Central Plant)</small>		Other <small>(Explain Below)</small>
Outside Closures		Roadway		Sidewalk		Bike Lane		Waste Receptacle
		Parking Spaces		ADA Facilities		Traffic Signal		Other <small>(Explain below)</small>
Life Safety System Outage <small>(Required any time system or components are taken out of service)</small>		Fire Alarm		Fire Suppression System and/or Fire Pump		Special Hazards Range Hood		Fire Hydrant
		Fire watch required? Yes or No <small>(Determined by Risk Management & Safety and University Engineer)</small>				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 <small>(Explain below)</small>

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

Work Owner Signature: Josh Lane Date _____

222



One Service Space



Foy Union Cir

Foy Union Cir

Ross Square

Auburn University



Samford Hall

Samford P

From: [Arishna Lastinger](#)
To: [Joshua Lane](#); [Eric Moore](#); [Nolan Torbert](#)
Cc: [Brian Platt](#); [CJ McKee](#)
Subject: RE: 24-471-Samford Hall - Room 204, Add New Wall-Service Parking Outage
Date: Tuesday, December 3, 2024 2:27:08 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Parking Services approves. Has Samford Hall been notified?



Arishna Lastinger

Director
Parking Services
330 Lem Morrison Drive, Auburn, AL 36849
O: 334.844.4196
ann0002@auburn.edu
auburn.edu/parking



From: Joshua Lane <jbl0007@auburn.edu>
Sent: Tuesday, December 3, 2024 1:06 PM
To: Eric Moore <jem0028@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>
Cc: Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>
Subject: 24-471-Samford Hall - Room 204, Add New Wall-Service Parking Outage

All,

Please see the attached outage request for the far-left Service Parking Space in the lot behind Samford Hall. The contractor will use this space to load/unload materials for a project in Samford Hall 204.

See the attached document for reference of the space affected.

The outage is scheduled for **December 9th through January 23rd from 7 AM-5 PM.**

Please respond with your approval and/or comments.

Joshua Lane

Facilities Project Manager - Construction Management

Auburn University Facilities Management

From: [Nolan Torbert](#)
To: [Joshua Lane](#); [Eric Moore](#); [Arishna Lastinger](#)
Cc: [Brian Platt](#); [CJ McKee](#)
Subject: Re: 24-471-Samford Hall - Room 204, Add New Wall-Service Parking Outage
Date: Tuesday, December 3, 2024 1:32:31 PM
Attachments: [Outlook-mvlws1q2.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 1:05 PM
To: Eric Moore <jem0028@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>
Cc: Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>
Subject: 24-471-Samford Hall - Room 204, Add New Wall-Service Parking Outage

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Please respond with your approval and/or comments.

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: [Eric Moore](#)
To: [Joshua Lane](#); [Arishna Lastinger](#); [Nolan Torbert](#)
Cc: [Brian Platt](#); [CJ McKee](#)
Subject: RE: 24-471-Samford Hall - Room 204, Add New Wall-Service Parking Outage
Date: Tuesday, December 3, 2024 3:28:36 PM

I approve

From: Joshua Lane <jbl0007@auburn.edu>
Sent: Tuesday, December 3, 2024 1:06 PM
To: Eric Moore <jem0028@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>
Cc: Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>
Subject: 24-471-Samford Hall - Room 204, Add New Wall-Service Parking Outage

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Joshua Lane
Facilities Project Manager - Construction Management
Auburn University Facilities Management
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C: 334-703-0214 | jbl0007@auburn.edu