

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
								12/9
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			
	Bob Hix							
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: Cort Fisher Date _____

From: [Scott Harper](#)
To: [Cort Fisher](#); [Bob Hix](#)
Subject: RE: 23-072 Rec & Wellness - Fire Alarm test
Date: Monday, December 9, 2024 11:24:36 AM
Attachments: [image001.png](#)
[image002.png](#)

Approved.

Sorry for the delay.

Scott Harper
*Director, Facilities and Operations
Recreation and Wellness*

Auburn University
601 Heisman Dr • Auburn, AL 36849
334-844-0023 (office)
psh0006@auburn.edu
recwellness.auburn.edu/



STUDENT AFFAIRS

From: Cort Fisher <cwfo002@auburn.edu>
Sent: Thursday, December 5, 2024 11:07 AM
To: Scott Harper <psh0006@auburn.edu>; Bob Hix <hixjame@auburn.edu>
Subject: 23-072 Rec & Wellness - Fire Alarm test

This outage is a fire alarm test scheduled for the state inspector on Friday 13th.

Let me know if you approve.

Thanks,
Cort

Cort W. Fisher, MBC, CEFP
Project Manager – Construction Management
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-740-7328 | cwfo002@auburn.edu

From: [Bob Hix](#)
To: [Cort Fisher](#); [Scott Harper](#)
Cc: [Nolan Yon](#)
Subject: RE: 23-072 Rec & Wellness - Fire Alarm test
Date: Thursday, December 5, 2024 12:02:15 PM

Approved

Bob Hix, P.E.

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

From: Cort Fisher <cwfo002@auburn.edu>
Sent: Thursday, December 5, 2024 11:07 AM
To: Scott Harper <psh0006@auburn.edu>; Bob Hix <hixjame@auburn.edu>
Subject: 23-072 Rec & Wellness - Fire Alarm test

This outage is a fire alarm test scheduled for the state inspector on Friday 13th.

Let me know if you approve.

Thanks,
Cort

Cort W. Fisher, MBC, CEFP

Project Manager – Construction Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334-740-7328 | cwfo002@auburn.edu