

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							
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: Tyler Hand Date

bing maps

Notes

Whole President Lot offline. Need 5 Spots adjacent to Mary Martin Hall for tenant parking.



From: [Kim Brown](#)
To: [Tyler Hand](#); [Arishna Lastinger](#); [Nolan Torbert](#); [C Wagoner](#); [Eric Moore](#); [Bruce Arnold](#)
Cc: [Susan Nesmith](#)
Subject: RE: 24-168 - Samford Hall Lobby Renovation - Parking Outage
Date: Monday, December 9, 2024 3:40:29 PM

Approved.

Thank you,
Kim



Kim Brown
Office of the President
182 S College St / 107 Samford Hall
Auburn University, AL 36849-5113
O: 334.844.6141 | M: 334.707.9891
keb0054@auburn.edu

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Monday, December 9, 2024 2:11 PM
To: Arishna Lastinger <ann0002@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Kim Brown <keb0054@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>
Cc: Susan Nesmith <deleos@auburn.edu>
Subject: 24-168 - Samford Hall Lobby Renovation - Parking Outage

All,

See the attached outage for the Presidents Parking Lot and 5 Service Spots at Mary Martin Hall.

This has been discussed with the tenants at Samford and approved.

Let me know if you approve or disapprove of this outage.

Thanks,

Tyler Hand
Project Manager, Construction Management
Auburn University Facilities Management
1161 W Samford Ave, Building One
Auburn University, AL 36849
C: 334-703-2517 | tyler.hand@auburn.edu

From: [Eric Moore](#)
To: [Tyler Hand](#); [Arishna Lastinger](#); [Nolan Torbert](#); [Kim Brown](#); [C Wagoner](#); [Bruce Arnold](#)
Cc: [Susan Nesmith](#)
Subject: RE: 24-168 - Samford Hall Lobby Renovation - Parking Outage
Date: Monday, December 9, 2024 2:12:33 PM

I approve

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Monday, December 9, 2024 2:11 PM
To: Arishna Lastinger <ann0002@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Kim Brown <keb0054@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>
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1161 W Samford Ave, Building One
Auburn University, AL 36849
C: 334-703-2517 | tyler.hand@auburn.edu

From: [Arishna Lastinger](#)
To: [Tyler Hand](#); [Nolan Torbert](#); [Kim Brown](#); [C Wagoner](#); [Eric Moore](#); [Bruce Arnold](#)
Cc: [Susan Nesmith](#)
Subject: RE: 24-168 - Samford Hall Lobby Renovation - Parking Outage
Date: Monday, December 9, 2024 2:27:48 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Approved.



Arishna Lastinger

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



From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Monday, December 9, 2024 2:11 PM
To: Arishna Lastinger <ann0002@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Kim Brown <keb0054@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>
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