

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
	Bruce Arnold							
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: Tyler Hand Date

From: [Jessica Covington](#)
To: [Tyler Hand](#)
Subject: RE: 24-168 - Samford Hall - Lobby, Renovations - Fire Alarm Outage
Date: Monday, December 9, 2024 3:58:58 PM
Attachments: [image001.png](#)

Hi Tyler,
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: Tyler Hand <tyler.hand@auburn.edu>
Sent: Monday, December 9, 2024 1:51 PM
To: Kim Brown <keb0054@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>
Cc: Susan Nesmith <deleos@auburn.edu>; Mark Anthony Bourgeois <mark.bourgeois@jci.com>
Subject: 24-168 - Samford Hall - Lobby, Renovations - Fire Alarm Outage

All,

See the attached Fire Alarm Outage for the Samford Hall Lobby project.

Two smoke detectors to come offline. The sprinkler system will remain active.

Please respond to this email with your approval or disapproval of this outage.

Thanks,

Tyler Hand
Project Manager, Construction Management
Auburn University Facilities Management
1161 W Samford Ave, Building One

From: [Bob Hix](#)
To: [Tyler Hand](#); [Kim Brown](#); [Nolan Yon](#); [Nolan Torbert](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [C Wagoner](#); [Kristy Cannon](#); [Dee Sneed](#); [Bruce Arnold](#); [Eric Moore](#)
Cc: [Susan Nesmith](#); [Mark Anthony Bourgeois](#)
Subject: RE: 24-168 - Samford Hall - Lobby, Renovations - Fire Alarm Outage
Date: Monday, December 9, 2024 3:45:21 PM

Approved

Bob Hix, P.E.

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

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Monday, December 9, 2024 1:51 PM
To: Kim Brown <keb0054@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>
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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: [Dee Sneed](#)
To: [Tyler Hand](#); [Kim Brown](#); [Nolan Yon](#); [Nolan Torbert](#); [Bob Hix](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [C Wagoner](#); [Kristy Cannon](#); [Bruce Arnold](#); [Eric Moore](#)
Cc: [Susan Nesmith](#); [Mark Anthony Bourgeois](#)
Subject: RE: 24-168 - Samford Hall - Lobby, Renovations - Fire Alarm Outage
Date: Monday, December 9, 2024 1:51:39 PM
Attachments: [image001.png](#)

Campus Services approves.

Kind Regards,

Dee



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

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Monday, December 9, 2024 1:51 PM
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Cc: [Susan Nesmith](#); [Mark Anthony Bourgeois](#)
Subject: RE: 24-168 - Samford Hall - Lobby, Renovations - Fire Alarm Outage
Date: Monday, December 9, 2024 2:04:18 PM

1st floor Samford Hall approves

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 1:51 PM
To: Kim Brown <keb0054@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlcd0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>
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Tyler Hand
Project Manager, Construction Management

From: [Bruce Arnold](#)
To: [Tyler Hand](#); [Kim Brown](#); [Nolan Yon](#); [Nolan Torbert](#); [Bob Hix](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [C Wagoner](#); [Kristy Cannon](#); [Dee Sneed](#); [Eric Moore](#)
Cc: [Susan Nesmith](#); [Mark Anthony Bourgeois](#)
Subject: RE: 24-168 - Samford Hall - Lobby, Renovations - Fire Alarm Outage
Date: Monday, December 9, 2024 2:05:02 PM

I approve

Bruce

Gary B. "Bruce" Arnold, CEFP

AU '83

Assistant Director, Maintenance

Facilities Management

Auburn University

Work: 334-844-9514

Cell: 334-734-3225

Email: gba0004@auburn.edu

1161 West Samford Avenue

Auburn, AL 36849



From: Tyler Hand <tyler.hand@auburn.edu>

Sent: Monday, December 9, 2024 1:51 PM

To: Kim Brown <keb0054@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>

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From: [C Wagoner](#)
To: [Tyler Hand](#); [Kim Brown](#); [Nolan Yon](#); [Nolan Torbert](#); [Bob Hix](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Kristy Cannon](#); [Dee Sneed](#); [Bruce Arnold](#); [Eric Moore](#)
Cc: [Susan Nesmith](#); [Mark Anthony Bourgeois](#)
Subject: RE: 24-168 - Samford Hall - Lobby, Renovations - Fire Alarm Outage
Date: Monday, December 9, 2024 1:59:48 PM

Zone 4 approves

Burke Wagoner

Supervisor Zone 4 Maintenance

Auburn University

Facilities Management

334-734-0937

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Monday, December 9, 2024 1:51 PM
To: Kim Brown <keb0054@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>
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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