

## Planned Outage and Interruption Request

Work Owner \_\_\_\_\_ Organization \_\_\_\_\_ Phone \_\_\_\_\_

Onsite Contact \_\_\_\_\_ Phone \_\_\_\_\_

Project # \_\_\_\_\_ Customer Request \_\_\_\_\_ WO Number \_\_\_\_\_

### Select Interruption Type:

<b>Building System Outage or Space Closure</b> <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>				
<b>Utility Outage</b> <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>
<b>Outside Closures</b>		Roadway		Sidewalk		Bike Lane		Waste Receptacle
		Parking Spaces		ADA Facilities		Traffic Signal		Other <small>(Explain below)</small>
<b>Life Safety System Outage</b> <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 &amp; Safety and University Engineer)</small>				Note:		
<b>Life Safety Notifications</b>		Annual Fire Alarm Test and Inspection		Fire Suppression System Testing		Fire Alarm System Testing		Fire Alarm System Download
<b>Notifications</b>		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								
<b>Maintenance</b>			<b>Utility and Energy</b>			<b>Design &amp; Construction</b>		
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date
	Eric Moore							12/10
<b>Campus Services/Landscape</b>								
Approval Required?	Approved By:	Date						
For Life Safety Systems								
<b>University Engineer</b>			<b>Risk Management and Safety</b>					
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 \_\_\_\_\_

## Planned Outage and Interruption Request

### Form Purpose

This form is required any time a planned outage, space closure or outside facility closure is needed. The intent is to document approval and provide the information necessary for concise communication of these events to the campus and others with need to know. It is also used to provide information necessary to communicate unplanned outages, Preventative Maintenance activities, and other events to the campus community.

The Work Owner is responsible for planning and scheduling the outage or closure, obtaining the necessary approvals, and submitting the completed form to Work Management. Work Management will then issue the communication to the appropriate campus stakeholders.

### Information and Instructions

1. **Work Owner** – Individual responsible for conduct of the work requiring the interruption or outage. Include Auburn University Organization and cell phone number.
2. **Onsite Contact** – Individual directly responsible for the conduct of the work and typical will be on site during implementation. Include cell phone number.
3. **Project Number** – Auburn University Facilities project number if applicable
4. **Customer Request** – AiM Request number if applicable.
5. **WO Number** – AiM work order number if applicable.
6. **Interruption Type** – Select the system, component or space type that will be interrupted and out of service. Select all that apply, however if a utility outage is selected and the entire building will be interrupted do not select individual building systems. As example, do not select HVAC in a building if electric power will be off to the entire building.
7. **Life Safety System Outage** – Required if a life safety system or system component is taken out of service, or if any other system (domestic water, electric power) is taken out of service and prevents life safety system from functioning. Outages on life safety system require approval of Risk Management and Safety and University Engineer. They will determine if a fire watch will be required.
8. **Life Safety Notifications** - Used to communicate to building occupants and others when listed activities are taking place. No review or approval required.
9. **Notifications** - Used to communicate unplanned outages to campus. Can also be used to communicate Preventative Maintenance activities, Risk Management and Safety Inspections and Other activities as needed.
10. **Description of Work Activity** – Describe specifically what work will be performed during the outage.
11. **Building(s) or Location(s) Affected** – List all buildings affected using official university name. If outside space describe the location of the activity including buildings that will be directly impacted if necessary.
12. **Specific Space Affected** – Provide floor, room numbers, or area of the building that will be affected.
13. **How are the building clients or University stakeholders affected? What will they notice?** – Provide sentence on the specific impact of the outage and describe what University stakeholders will notice.
14. **Schedule** – Provide start and estimated end dates and times
15. **Planning Reviews** – Discussions conducted with designated individuals during the planning and scheduling phase of the outage or interruption. The review matrix defines the minimum reviews required, additional reviews may be required depending on the nature of the work. No signature or hard approval documentation is required for reviews.
16. **Client Approvals** – Obtain approval of Key Contact of all organizations with assigned space in affected buildings or in buildings near the work. Client approval can be documented with e mail or signature on the form. On short notice outages, verbal client approval is acceptable.
17. **Facilities Management Approvals** – Obtain necessary approval based on the type of outage and the required approvals from the approval matrix.
18. **Work Manager Signature** – Sign and date the form and submit to Work Management
19. **Mitigation Plan:** This is a plan to address what COVID changes are being altered during an outage and what protections are being put in place for students, faculty and staff. It must also address what plans are in place in case the outage does not end as scheduled.
  - a. This plan must address the following:
    - i. State what COVID precautions are required to be altered during the requested outage. (Example: (A) If COVID changes require the air to run 24/7, you would state that this COVID change will be stopped during the requested outage. (B) You could be closing off a one way corridor or stairwell.)
    - ii. What steps are being taken during the outage to protect others in the building? (Examples: directional changes, limiting or prohibiting people in the building or outage area.)
    - iii. What is the plan if the outage does not end as scheduled?

**From:** [Shane Johnson](#)  
**To:** [Joshua Lane](#)  
**Subject:** RE: 24-394-Greene Hall - Rm 172, Replace Ceiling Tiles & Grates-Fire Alarm Outage  
**Date:** Thursday, December 5, 2024 12:38:49 PM

---

Approved

**Shane Johnson**

*Supervisor Zone 3*

*Auburn University Facilities Management*

C: 334-734-1601 | [johnsha@auburn.edu](mailto:johnsha@auburn.edu)

---

**From:** Joshua Lane <jbl0007@auburn.edu>

**Sent:** Thursday, December 5, 2024 11:11 AM

**To:** Shane Johnson <johnsha@auburn.edu>; Paul Walz <walzpau@auburn.edu>; Cathy Antee <cma0057@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>

**Cc:** Joe Lewis <lewisbi@auburn.edu>; Maleeha Brown <muw0001@auburn.edu>; Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>; Mark Anthony Bourgeois <Mark.Bourgeois@JCI.com>; Reid Thackerson <wrt0007@auburn.edu>

**Subject:** FW: 24-394-Greene Hall - Rm 172, Replace Ceiling Tiles & Grates-Fire Alarm Outage

Resending with a correction from Indoor Practice Facility to Greene Hall.

All,

See the attached fire alarm outage for Greene Hall. **Scheduled for 12/16/24-12/22/24.**

- Heat detector to be taken offline for construction duration in Greene Hall 172.
- Heat detector to be reinstalled once construction is complete.

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](#)

C: 334-703-0214 | [jblooo7@auburn.edu](mailto:jblooo7@auburn.edu)

**From:** [Paul Walz](#)  
**To:** [Joshua Lane](#); [Cathy Antee](#)  
**Cc:** [Joe Lewis](#); [Maleeha Brown](#)  
**Subject:** RE: 24-394-Greene Hall - Rm 172, Replace Ceiling Tiles & Grates-Fire Alarm Outage  
**Date:** Tuesday, December 10, 2024 10:44:26 AM

---

Hi Josh,

My apologies for late response. I approve the outage for Greene Hall 172.

Thanks,

Paul

Paul H. Walz, DVM, MS, PhD  
Diplomate, ACVIM  
Professor and Head  
Department of Pathobiology  
Auburn University  
334.844.2665  
334.844.2652 (FAX)  
[walzpau@auburn.edu](mailto:walzpau@auburn.edu)

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**From:** Joshua Lane <jbl0007@auburn.edu>  
**Sent:** Monday, December 9, 2024 9:38 AM  
**To:** Paul Walz <walzpau@auburn.edu>; Cathy Antee <cma0057@auburn.edu>  
**Cc:** Joe Lewis <lewisbi@auburn.edu>; Maleeha Brown <muw0001@auburn.edu>  
**Subject:** FW: 24-394-Greene Hall - Rm 172, Replace Ceiling Tiles & Grates-Fire Alarm Outage

All,

Following up on the below email for the scheduled outage to begin Monday, December 16<sup>th</sup>.

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](#)  
C: 334-703-0214 | [jbl0007@auburn.edu](mailto:jbl0007@auburn.edu)

---

**From:** [Cathy Antee](#)  
**To:** [Joshua Lane](#)  
**Subject:** RE: 24-394-Greene Hall - Rm 172, Replace Ceiling Tiles & Grates-Fire Alarm Outage  
**Date:** Tuesday, December 10, 2024 8:52:09 AM

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Approved

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**From:** Joshua Lane <jbl0007@auburn.edu>  
**Sent:** Monday, December 9, 2024 9:38 AM  
**To:** Paul Walz <walzpau@auburn.edu>; Cathy Antee <cma0057@auburn.edu>  
**Cc:** Joe Lewis <lewisbi@auburn.edu>; Maleeha Brown <muw0001@auburn.edu>  
**Subject:** FW: 24-394-Greene Hall - Rm 172, Replace Ceiling Tiles & Grates-Fire Alarm Outage

All,

Following up on the below email for the scheduled outage to begin Monday, December 16<sup>th</sup>.

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](#)  
C: 334-703-0214 | [jbl0007@auburn.edu](mailto:jbl0007@auburn.edu)

---

**From:** Joshua Lane  
**Sent:** Thursday, December 5, 2024 10:29 AM  
**To:** Shane Johnson <[johnsha@auburn.edu](mailto:johnsha@auburn.edu)>; Paul Walz <[walzpau@auburn.edu](mailto:walzpau@auburn.edu)>; Cathy Antee <[cma0057@auburn.edu](mailto:cma0057@auburn.edu)>; Eric Moore <[jem0028@auburn.edu](mailto:jem0028@auburn.edu)>; Bob Hix <[hixjame@auburn.edu](mailto:hixjame@auburn.edu)>; Jessica Covington <[jlc0105@auburn.edu](mailto:jlc0105@auburn.edu)>  
**Cc:** Joe Lewis <[lewisbi@auburn.edu](mailto:lewisbi@auburn.edu)>; Maleeha Brown <[muw0001@auburn.edu](mailto:muw0001@auburn.edu)>; Brian Platt <[brianplatt@skcconstructionus.com](mailto:brianplatt@skcconstructionus.com)>; CJ McKee <[cjmckee@skcconstructionus.com](mailto:cjmckee@skcconstructionus.com)>; Mark Anthony Bourgeois <[Mark.Bourgeois@JCI.com](mailto:Mark.Bourgeois@JCI.com)>; Reid Thackerson <[wrt0007@auburn.edu](mailto:wrt0007@auburn.edu)>  
**Subject:** 24-394-Greene Hall - Rm 172, Replace Ceiling Tiles & Grates-Fire Alarm Outage

All,

See the attached fire alarm outage for the Indoor Practice Facility. **Scheduled for 12/16/24-12/22/24.**

- Heat detector to be taken offline for construction duration in Greene Hall 172.
- Heat detector to be reinstalled once construction is complete.

**From:** [Eric Moore](#)  
**To:** [Joshua Lane](#)  
**Subject:** RE: 24-394-Greene Hall - Rm 172, Replace Ceiling Tiles & Grates-Fire Alarm Outage  
**Date:** Thursday, December 5, 2024 12:12:49 PM

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I approve

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**From:** Joshua Lane <jbl0007@auburn.edu>  
**Sent:** Thursday, December 5, 2024 11:11 AM  
**To:** Shane Johnson <johnsha@auburn.edu>; Paul Walz <walzpau@auburn.edu>; Cathy Antee <cma0057@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>  
**Cc:** Joe Lewis <lewisbi@auburn.edu>; Maleeha Brown <muw0001@auburn.edu>; Brian Platt <brianplatt@skcconstructionus.com>; CJ McKee <cjmckee@skcconstructionus.com>; Mark Anthony Bourgeois <Mark.Bourgeois@JCI.com>; Reid Thackerson <wrt0007@auburn.edu>  
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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 | [jbl0007@auburn.edu](mailto:jbl0007@auburn.edu)

**From:** [Bob Hix](#)  
**To:** [Joshua Lane](#); [Shane Johnson](#); [Paul Walz](#); [Cathy Antee](#); [Eric Moore](#); [Jessica Covington](#)  
**Cc:** [Joe Lewis](#); [Maleeha Brown](#); [Brian Platt](#); [CJ McKee](#); [Mark Anthony Bourgeois](#); [Reid Thackerson](#)  
**Subject:** RE: 24-394-Greene Hall - Rm 172, Replace Ceiling Tiles & Grates-Fire Alarm Outage  
**Date:** Thursday, December 5, 2024 12:00:57 PM

---

Approved

**Bob Hix, P.E.**

C: 334-740-8247 | [bobhix@auburn.edu](mailto:bobhix@auburn.edu)

---

**From:** Joshua Lane <jbl0007@auburn.edu>  
**Sent:** Thursday, December 5, 2024 11:11 AM  
**To:** Shane Johnson <johnsha@auburn.edu>; Paul Walz <walzpau@auburn.edu>; Cathy Antee <cma0057@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>  
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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 | [jbl0007@auburn.edu](mailto:jbl0007@auburn.edu)

**From:** [Jessica Covington](#)  
**To:** [Joshua Lane](#)  
**Subject:** RE: 24-394-Greene Hall - Rm 172, Replace Ceiling Tiles & Grates-Fire Alarm Outage  
**Date:** Thursday, December 5, 2024 1:15:20 PM  
**Attachments:** [image001.png](#)

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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

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**From:** Joshua Lane <jbl0007@auburn.edu>  
**Sent:** Thursday, December 5, 2024 11:11 AM  
**To:** Shane Johnson <johnsha@auburn.edu>; Paul Walz <walzpau@auburn.edu>; Cathy Antee <cma0057@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>  
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