

Planned Outage and Interruption Request

Work Owner Matt Skinner Organization Facilities Mngt. Phone 334-703-3296
 Onsite Contact Josh Kirkland Phone 334-750-1267
 Project # 23-158 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

West Campus Parking Lot - Alabama Power Transformer Outage in order to Tie-In new underground power for the newly renovated Draughton Village Laundry Mat.

Building(s) or Location(s) Affected

West Parking Lot, Band Pavilion and Storage Facility

Specific Space Affected (Room Numbers)

Security Cameras, Emergency Phones, Charging Stations, Telecomm Equipment Powering Security

How are the building clients or University stakeholders affected? What will they notice?

Security Cameras, Emergency Phones, Charging Stations, Telecomm Equipment Powering Security, and Band Pavilion and Storage Building will be without power from 7AM-5PM.

Schedule: Start Date: 3/10/25 Start Time: 7:00 am End Date: 3/10/25 End Time: 5:00 pm

Planned Outage and Interruption Request

Planning Reviews (Per Review Matrix):

Organization	Review Required?	Reviewer	Review Date
Maintenance Zone Manager or Supervisor	N		
Utility Supervisor	N		
Others as Needed			

Client Approvals (Per Approval Matrix):

Organizations Affected by Work, Interruption, or Outage			
Client	Building(s)	Key Contact	Approval Date
Band (AU)	Band Pavilion	Patricia James	3/5/25
Parking Services	Parking Lot & Charging Stations	Arishna Lastinger	3/5/25
Campus Safety	West Parking Security	Mandy Quinn	3/6/25

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
Y	Bruce Arnold	3/5/25	Y	Ryan Landry	3/6/25	Y		3/6/25
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
Y	Dee Sneed	3/5/25						
For Life Safety Systems								
University Engineer			Risk Management and Safety					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
N			N					
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: _____

Date

3/5/25

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

Electrical Transformer Outage - Tie-In for the new underground electrical to the Draughton Village Laundry Renovation.





The following 8 Emergency Phones located in West Campus Parking Lot will be down during the Outage:

Band Practice Field Lot, Beech St. North, Center of Parking Lot, Impound Lot Entrance, Thach St./Beech St., Village Office Bus Stop, W. Thach Northside Bus Stop, W. Thach Southside Bus Stop.

****Parking Lot Lighting, Security Cameras, Vehicle Charging Stations, and Telecomm Equipment that Powers Security will need to be taken out of service as well.****

From: [Dee Sneed](#)
To: [Matthew Skinner](#); [Bruce Arnold](#); [Scott McClure](#); [Eric Moore](#); [Ken Martin](#); [Ryan Landry](#); [Rob Engle](#); [Kristy Cannon](#); [Ryan Harris](#); [Arishna Lastinger](#); [Leslie Perry](#); [Patricia James](#); [Mandy Quinn](#)
Cc: [Keith Nall](#)
Subject: RE: 23-158 - West Parking - Alabama Power Transformer Outage Request
Date: Wednesday, March 5, 2025 1:58:50 PM
Attachments: [image001.png](#)

Campus Services approves.

Kind Regards,

Dee



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

From: Matthew Skinner <skinnma@auburn.edu>
Sent: Wednesday, March 5, 2025 1:54 PM
To: Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Ken Martin <martikj@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>; Leslie Perry <lap0031@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Mandy Quinn <mnq0002@auburn.edu>
Cc: Keith Nall <nallkei@auburn.edu>
Subject: 23-158 - West Parking - Alabama Power Transformer Outage Request

All,

See attached Outage Request form for your review and approval. This outage is to Tie-In the new underground power to the Draughon Village Laundry Facility that we are renovating. We tried to schedule the outage during Spring Break to minimize the impact to campus.

Thanks,

Matt

Matt Skinner
Project Manager, Construction Management

From: [Patricia James](#)
To: [Matthew Skinner](#); [Bruce Arnold](#); [Scott McClure](#); [Eric Moore](#); [Ken Martin](#); [Ryan Landry](#); [Rob Engle](#); [Dee Sneed](#); [Kristy Cannon](#); [Ryan Harris](#); [Arishna Lastinger](#); [Leslie Perry](#); [Mandy Quinn](#)
Cc: [Keith Nall](#)
Subject: RE: 23-158 - West Parking - Alabama Power Transformer Outage Request
Date: Wednesday, March 5, 2025 2:45:04 PM

CLA approves, thank you.

From: Matthew Skinner <skinma@auburn.edu>
Sent: Wednesday, March 5, 2025 1:54 PM
To: Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Ken Martin <martikj@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>; Leslie Perry <lap0031@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Mandy Quinn <mnq0002@auburn.edu>
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Thanks,

Matt

Matt Skinner
Project Manager, Construction Management
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-703-3296 | skinma@auburn.edu

From: [Mandy Quinn](#)
To: [Matthew Skinner](#); [Bruce Arnold](#); [Scott McClure](#); [Eric Moore](#); [Ken Martin](#); [Ryan Landry](#); [Rob Engle](#); [Dee Sneed](#); [Kristy Cannon](#); [Ryan Harris](#); [Arishna Lastinger](#); [Leslie Perry](#); [Patricia James](#)
Cc: [Keith Nall](#)
Subject: Re: 23-158 - West Parking - Alabama Power Transformer Outage Request
Date: Thursday, March 6, 2025 7:29:45 AM
Attachments: [Outlook-Auburn](#)
[Outlook-Facebook.png](#)
[Outlook-Instagram.png](#)
[Outlook-Twitter.png](#)
[Outlook-YouTube.png](#)

Campus Safety approves.



Mandy Quinn

Sr. Endpoint Support Analyst
Campus Safety and Security
543 West Magnolia Ave, Auburn, AL 36849
O: 334.844.2235
mnq0002@auburn.edu
auburn.edu/campussafety
[Current Weather at Auburn University](#)



From: Matthew Skinner <skinma@auburn.edu>
Sent: Wednesday, March 5, 2025 1:53 PM
To: Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Ken Martin <martikj@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>; Leslie Perry <lap0031@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Mandy Quinn <mnq0002@auburn.edu>
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Thanks,

Matt

From: [Scott McClure](#)
To: [Arishna Lastinger](#); [Matthew Skinner](#); [Bruce Arnold](#); [Eric Moore](#); [Ken Martin](#); [Ryan Landry](#); [Rob Engle](#); [Dee Sneed](#); [Kristy Cannon](#); [Ryan Harris](#); [Leslie Perry](#); [Patricia James](#); [Mandy Quinn](#)
Cc: [Keith Nall](#)
Subject: RE: 23-158 - West Parking - Alabama Power Transformer Outage Request
Date: Wednesday, March 5, 2025 2:18:25 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

I approve

--
Best Regards,
Scott McClure, PE, CEM
Maintenance Engineer, Maintenance
Auburn University Facilities Management
mccluws@auburn.edu
Cell: 404-966-5654

From: Arishna Lastinger <ann0002@auburn.edu>
Sent: Wednesday, March 5, 2025 2:01 PM
To: Matthew Skinner <skinnma@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Ken Martin <martikj@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Leslie Perry <lap0031@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Mandy Quinn <mnq0002@auburn.edu>
Cc: Keith Nall <nallkei@auburn.edu>
Subject: RE: 23-158 - West Parking - Alabama Power Transformer Outage Request

Approved



Arishna Lastinger
Director
Parking Services
330 Lem Morrison Drive
O: 334.844.4196
ann0002@auburn.edu
auburn.edu/parking



From: Matthew Skinner <skinnma@auburn.edu>
Sent: Wednesday, March 5, 2025 1:54 PM

From: [Bruce Arnold](#)
To: [Matthew Skinner](#); [Scott McClure](#); [Eric Moore](#); [Ken Martin](#); [Ryan Landry](#); [Rob Engle](#); [Dee Sneed](#); [Kristy Cannon](#); [Ryan Harris](#); [Arishna Lastinger](#); [Leslie Perry](#); [Patricia James](#); [Mandy Quinn](#)
Cc: [Keith Nall](#)
Subject: RE: 23-158 - West Parking - Alabama Power Transformer Outage Request
Date: Wednesday, March 5, 2025 3:22:22 PM

I approve

Bruce

Gary B. "Bruce" Arnold, CFP

AU '83

Assistant Director, Maintenance

Facilities Management

Auburn University

Cell: 334-734-3225

Email: gba0004@auburn.edu

1161 West Samford Avenue

Auburn, AL 36849



From: Matthew Skinner <skinma@auburn.edu>

Sent: Wednesday, March 5, 2025 1:54 PM

To: Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Ken Martin <martikj@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>; Leslie Perry <lap0031@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Mandy Quinn <mnq0002@auburn.edu>

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Thanks,

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To: [Matthew Skinner](#); [Bruce Arnold](#); [Scott McClure](#); [Eric Moore](#); [Ken Martin](#); [Ryan Landry](#); [Rob Engle](#); [Dee Sneed](#); [Kristy Cannon](#); [Ryan Harris](#); [Leslie Perry](#); [Patricia James](#); [Mandy Quinn](#)
Cc: [Keith Nall](#)
Subject: RE: 23-158 - West Parking - Alabama Power Transformer Outage Request
Date: Wednesday, March 5, 2025 2:01:08 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Approved



Arishna Lastinger

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



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Thanks,

Matt

Matt Skinner

Project Manager, Construction Management

From: [Ryan Landry](#)
To: [Matthew Skinner](#)
Cc: [Keith Nall](#)
Subject: RE: 23-158 - West Parking - Alabama Power Transformer Outage Request
Date: Thursday, March 6, 2025 8:02:08 AM

U&E approves.

I imagine you have someone from AP on the hook to help you out with this. If you need a contact let us know.

-Ryan

From: Matthew Skinner <skinma@auburn.edu>
Sent: Wednesday, March 5, 2025 1:54 PM
To: Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Ken Martin <martikj@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>; Leslie Perry <lap0031@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Mandy Quinn <mnq0002@auburn.edu>
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