

## Planned Outage and Interruption Request

Work Owner Matt Skinner Organization Facilities Mngt. Phone 334-703-3296  
 Onsite Contact Bryant Cloud Phone 334-750-9175  
 Project # 22-456 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>	<input type="checkbox"/>	Building Access Control	<input type="checkbox"/>	Elevator	<input type="checkbox"/>	Laboratory Utility	<input type="checkbox"/>	Sanitary Sewer
	<input type="checkbox"/>	Electric Power	<input checked="" type="checkbox"/>	Heating Ventilation & A/C (HVAC)	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	Domestic Water
	<input type="checkbox"/>	Building Space/Entrances/ Occupant Flow	<input type="checkbox"/>	Telephone/IT	<input type="checkbox"/>	Fumehood	<input type="checkbox"/>	Cooler/Freezer
	<input type="checkbox"/>	Emergency Power (Life Safety Approval required)	<input type="checkbox"/>	Other (Explain below)				
<b>Utility Outage</b> <small>(If entire building is out)</small>	<input type="checkbox"/>	Electric Power	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	Sewer from Building	<input type="checkbox"/>	Domestic Water
	<input type="checkbox"/>	Hot Water (Central Plant)	<input type="checkbox"/>	Chilled Water (Central Plant)	<input type="checkbox"/>	Steam (Central Plant)	<input type="checkbox"/>	Other (Explain Below)
<b>Outside Closures</b>	<input type="checkbox"/>	Roadway	<input type="checkbox"/>	Sidewalk	<input type="checkbox"/>	Bike Lane	<input type="checkbox"/>	Waste Receptacle
	<input type="checkbox"/>	Parking Spaces	<input type="checkbox"/>	ADA Facilities	<input type="checkbox"/>	Traffic Signal	<input type="checkbox"/>	Other (Explain below)
<b>Life Safety System Outage</b> <small>(Required any time system or components are taken out of service)</small>	<input type="checkbox"/>	Fire Alarm	<input checked="" type="checkbox"/>	Fire Suppression System and/or Fire Pump	<input type="checkbox"/>	Special Hazards Range Hood	<input type="checkbox"/>	Fire Hydrant
	<input checked="" type="checkbox"/>	Fire watch required? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No (Determined by Risk Management & Safety and University Engineer)				Note: Fire Watch will be performed during outage.		
<b>Life Safety Notifications</b>	<input type="checkbox"/>	Annual Fire Alarm Test and Inspection	<input type="checkbox"/>	Fire Suppression System Testing	<input type="checkbox"/>	Fire Alarm System Testing	<input type="checkbox"/>	Fire Alarm System Download
<b>Notifications</b>	<input type="checkbox"/>	Unplanned Outage	<input type="checkbox"/>	Preventative Maintenance	<input type="checkbox"/>	Risk Mgt. & Safety Inspection	<input type="checkbox"/>	Other (Explain below)

### Description of Work Activity

Two new 4 inch stainless steel exhaust pipes will be welded to the existing building exhaust system. Due to the proximity to the sprinkler head a sprinkler outage for the second floor along with the HVAC outage for the building will be required.

### Building(s) or Location(s) Affected

Sciences Center Laboratory Building

### Specific Space Affected (Room Numbers)

2nd Floor Sprinkler Outage and Building Wide HVAC Outage

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

The HVAC System will not be operational and they will notice an individual conducting a fire watch on the second floor where they will be opening up doors inspecting the 2nd rooms/labs.

Schedule: 3/11/25 Start Time: 7:00 am End Date: 3/11/25 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	Travis Tally	3/6/25
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
COSAM	Sciences Center Laboratory Bldg.	Mike Brackin	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	3/6/25	N			Y		3/6
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
Y	Dee Sneed	3/6/25						
For Life Safety Systems								
University Engineer			Risk Management and Safety					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
Y	Bob Hix	3/6/25	Y	Jessica Covington	3/6/25			
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature:  Date 3/6/25

## Planned Outage and Interruption Request

### Form Purpose

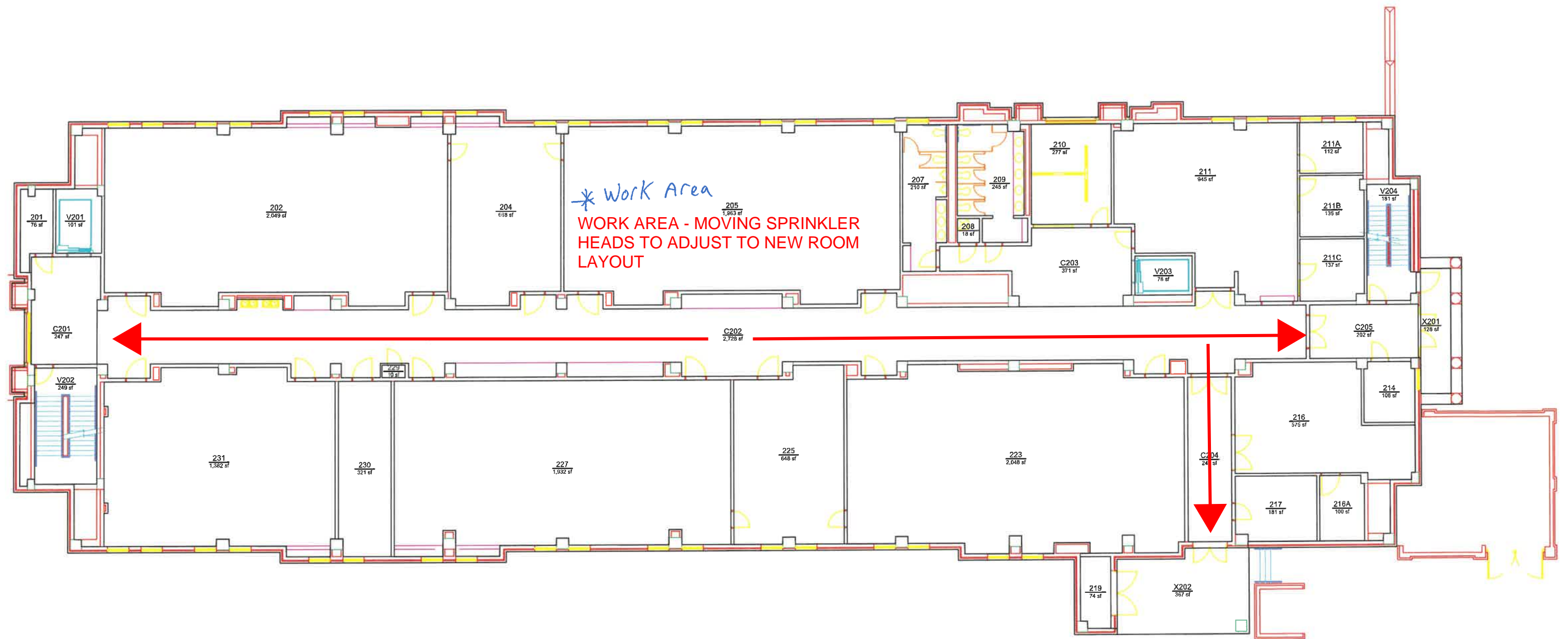
This form is required any time a planned outage, space closure or outside facility closure is needed. The intent is to document approval and provide the information necessary for concise communication of these events to the campus and others with need to know. It is also used to provide information necessary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

**\*\*Individual conducting the Fire Watch shall open up doors and inspect all rooms and labs off of the corridors on the 2nd Floor.\*\***



**From:** [Michael Brackin](#)  
**To:** [Matthew Skinner](#)  
**Cc:** [Eric Moore](#); [Bruce Arnold](#); [Scott McClure](#); [Kristy Cannon](#); [Ryan Harris](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Bob Hix](#); [Nolan Yon](#); [Travis Tally](#); [Fred Buchanan](#); [Evan Hamner](#)  
**Subject:** Re: 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25  
**Date:** Thursday, March 6, 2025 12:34:26 PM

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I approve

Get [Outlook for iOS](#)

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**From:** Dee Sneed <deesneed@auburn.edu>  
**Sent:** Thursday, March 6, 2025 12:29:59 PM  
**To:** Matthew Skinner <skinnma@auburn.edu>  
**Cc:** Michael Brackin <brackmg@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Evan Hamner <reh0078@auburn.edu>  
**Subject:** Re: 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25

Campus Services approves.

Regards,  
Dee

Dee Sneed, MBA, CFP  
Director, Campus Services  
334-844-9120

On Mar 6, 2025, at 12:18 PM, Matthew Skinner <skinnma@auburn.edu> wrote:

All,

See the attached Outage Request including the Fire Watch Route for the Sprinkler and HVAC Outage for next Tuesday, 3/11.

The contractor will conduct the fire watch using the following guidelines from our University Engineer:

- A fire watch should consist of trained personnel who continuously



**From:** [Dee Sneed](#)  
**To:** [Matthew Skinner](#)  
**Cc:** [Michael Brackin](#); [Eric Moore](#); [Bruce Arnold](#); [Scott McClure](#); [Kristy Cannon](#); [Ryan Harris](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Bob Hix](#); [Nolan Yon](#); [Travis Tally](#); [Fred Buchanan](#); [Evan Hamner](#)  
**Subject:** Re: 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25  
**Date:** Thursday, March 6, 2025 12:30:02 PM

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Campus Services approves.

Regards,  
Dee

Dee Sneed, MBA, CEFP  
Director, Campus Services  
334-844-9120

On Mar 6, 2025, at 12:18 PM, Matthew Skinner <[skinnma@auburn.edu](mailto:skinnma@auburn.edu)> wrote:

All,

See the attached Outage Request including the Fire Watch Route for the Sprinkler and HVAC Outage for next Tuesday, 3/11.

The contractor will conduct the fire watch using the following guidelines from our University Engineer:

- A fire watch should consist of trained personnel who continuously patrol the affected area. Ready access to fire extinguishers and the ability to promptly notify the fire department. During the patrol of the area, the person should not only be looking for fire, but making sure that the other fire protection features of the building such as egress routes and alarm systems are available and functioning properly.
- Generate a map with a walking route for fire watch personnel to use. Include a sign off sheet with the map.
- Fire watch must be performed every 30 minutes while the system is down.
- Send this to RMS (Elizabeth De Kruif) once the system is re-energized.

Thanks,

**From:** [Bruce Arnold](#)  
**To:** [Matthew Skinner](#); [Michael Brackin](#); [Eric Moore](#); [Scott McClure](#); [Dee Sneed](#); [Kristy Cannon](#); [Ryan Harris](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Bob Hix](#); [Nolan Yon](#)  
**Cc:** [Travis Tally](#); [Fred Buchanan](#); [Evan Hamner](#)  
**Subject:** RE: 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25  
**Date:** Thursday, March 6, 2025 12:45:29 PM

---

I approve

Bruce

Gary B. "Bruce" Arnold, CEFP

AU '83

Assistant Director, Maintenance

Facilities Management

Auburn University

Cell: 334-734-3225

Email: [gba0004@auburn.edu](mailto:gba0004@auburn.edu)

1161 West Samford Avenue

Auburn, AL 36849



---

**From:** Matthew Skinner <[skinma@auburn.edu](mailto:skinma@auburn.edu)>

**Sent:** Thursday, March 6, 2025 12:18 PM

**To:** Michael Brackin <[brackmg@auburn.edu](mailto:brackmg@auburn.edu)>; Eric Moore <[jem0028@auburn.edu](mailto:jem0028@auburn.edu)>; Bruce Arnold <[gba0004@auburn.edu](mailto:gba0004@auburn.edu)>; Scott McClure <[mcccluws@auburn.edu](mailto:mcccluws@auburn.edu)>; Dee Sneed <[deesneed@auburn.edu](mailto:deesneed@auburn.edu)>; Kristy Cannon <[kdf0019@auburn.edu](mailto:kdf0019@auburn.edu)>; Ryan Harris <[rch0072@auburn.edu](mailto:rch0072@auburn.edu)>; Jessica Covington <[jlcl0105@auburn.edu](mailto:jlcl0105@auburn.edu)>; Elizabeth De Kruif <[erd0023@auburn.edu](mailto:erd0023@auburn.edu)>; Bob Hix <[hixjame@auburn.edu](mailto:hixjame@auburn.edu)>; Nolan Yon <[yonbenj@auburn.edu](mailto:yonbenj@auburn.edu)>

**Cc:** Travis Tally <[tallytp@auburn.edu](mailto:tallytp@auburn.edu)>; Fred Buchanan <[buchaf1@auburn.edu](mailto:buchaf1@auburn.edu)>; Evan Hamner <[reh0078@auburn.edu](mailto:reh0078@auburn.edu)>

**Subject:** 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25

All,

See the attached Outage Request including the Fire Watch Route for the Sprinkler and HVAC Outage for next Tuesday, 3/11.

**From:** [Travis Tally](#)  
**To:** [Matthew Skinner](#); [Michael Brackin](#); [Eric Moore](#); [Bruce Arnold](#); [Scott McClure](#); [Dee Sneed](#); [Kristy Cannon](#); [Ryan Harris](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Bob Hix](#); [Nolan Yon](#)  
**Cc:** [Fred Buchanan](#); [Evan Hamner](#)  
**Subject:** RE: 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25  
**Date:** Thursday, March 6, 2025 12:40:54 PM

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Matt,

I approve the outage.

Please make sure to submit a work order for maintenance to shut down the AHU's if you have not already done so.

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**From:** Matthew Skinner <skinma@auburn.edu>  
**Sent:** Thursday, March 6, 2025 12:18 PM  
**To:** Michael Brackin <brackmg@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>  
**Cc:** Travis Tally <tallytp@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Evan Hamner <reh0078@auburn.edu>  
**Subject:** 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25

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- Generate a map with a walking route for fire watch personnel to use. Include a sign off sheet with the map.
- Fire watch must be performed every 30 minutes while the system is down.
- Send this to RMS (Elizabeth De Kruif) once the system is re-energized.



**From:** [Jessica Covington](#)  
**To:** [Matthew Skinner](#); [Michael Brackin](#); [Eric Moore](#); [Bruce Arnold](#); [Scott McClure](#); [Dee Sneed](#); [Kristy Cannon](#); [Ryan Harris](#); [Elizabeth De Kruif](#); [Bob Hix](#); [Nolan Yon](#)  
**Cc:** [Travis Tally](#); [Fred Buchanan](#); [Evan Hamner](#)  
**Subject:** RE: 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25  
**Date:** Thursday, March 6, 2025 1:11:31 PM  
**Attachments:** [image001.png](#)

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Hi Matt,  
I approve.

Thank you,



Jessica L. Covington, CSP  
Safety and Health Program Manager

Risk Management and Safety  
1161 W. Samford Ave., Bldg. 9 | Auburn, AL 36849  
(C) 334-734-1715

---

**From:** Matthew Skinner <skinma@auburn.edu>  
**Sent:** Thursday, March 6, 2025 12:18 PM  
**To:** Michael Brackin <brackmg@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>  
**Cc:** Travis Tally <tallytp@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Evan Hamner <reh0078@auburn.edu>  
**Subject:** 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25

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**From:** [Bob Hix](#)  
**To:** [Matthew Skinner](#); [Michael Brackin](#); [Eric Moore](#); [Bruce Arnold](#); [Scott McClure](#); [Dee Sneed](#); [Kristy Cannon](#); [Ryan Harris](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Nolan Yon](#)  
**Cc:** [Travis Tally](#); [Fred Buchanan](#); [Evan Hamner](#)  
**Subject:** RE: 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25  
**Date:** Thursday, March 6, 2025 1:07:17 PM

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Approved

**Bob Hix, P.E.**

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

---

**From:** Matthew Skinner <[skinnma@auburn.edu](mailto:skinnma@auburn.edu)>  
**Sent:** Thursday, March 6, 2025 1:06 PM  
**To:** Bob Hix <[hixjame@auburn.edu](mailto:hixjame@auburn.edu)>; Michael Brackin <[brackmg@auburn.edu](mailto:brackmg@auburn.edu)>; Eric Moore <[jem0028@auburn.edu](mailto:jem0028@auburn.edu)>; Bruce Arnold <[gba0004@auburn.edu](mailto:gba0004@auburn.edu)>; Scott McClure <[mccluws@auburn.edu](mailto:mccluws@auburn.edu)>; Dee Sneed <[deesneed@auburn.edu](mailto:deesneed@auburn.edu)>; Kristy Cannon <[kdf0019@auburn.edu](mailto:kdf0019@auburn.edu)>; Ryan Harris <[rch0072@auburn.edu](mailto:rch0072@auburn.edu)>; Jessica Covington <[jlc0105@auburn.edu](mailto:jlc0105@auburn.edu)>; Elizabeth De Kruif <[erd0023@auburn.edu](mailto:erd0023@auburn.edu)>; Nolan Yon <[yonbenj@auburn.edu](mailto:yonbenj@auburn.edu)>  
**Cc:** Travis Tally <[tallytp@auburn.edu](mailto:tallytp@auburn.edu)>; Fred Buchanan <[buchaf1@auburn.edu](mailto:buchaf1@auburn.edu)>; Evan Hamner <[reh0078@auburn.edu](mailto:reh0078@auburn.edu)>  
**Subject:** RE: 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25

Yes sir, the sprinkler outage is only for the second floor and they will be opening up doors and inspecting rooms/labs.

---

**From:** Bob Hix <[hixjame@auburn.edu](mailto:hixjame@auburn.edu)>  
**Sent:** Thursday, March 6, 2025 12:56 PM  
**To:** Matthew Skinner <[skinnma@auburn.edu](mailto:skinnma@auburn.edu)>; Michael Brackin <[brackmg@auburn.edu](mailto:brackmg@auburn.edu)>; Eric Moore <[jem0028@auburn.edu](mailto:jem0028@auburn.edu)>; Bruce Arnold <[gba0004@auburn.edu](mailto:gba0004@auburn.edu)>; Scott McClure <[mccluws@auburn.edu](mailto:mccluws@auburn.edu)>; Dee Sneed <[deesneed@auburn.edu](mailto:deesneed@auburn.edu)>; Kristy Cannon <[kdf0019@auburn.edu](mailto:kdf0019@auburn.edu)>; Ryan Harris <[rch0072@auburn.edu](mailto:rch0072@auburn.edu)>; Jessica Covington <[jlc0105@auburn.edu](mailto:jlc0105@auburn.edu)>; Elizabeth De Kruif <[erd0023@auburn.edu](mailto:erd0023@auburn.edu)>; Nolan Yon <[yonbenj@auburn.edu](mailto:yonbenj@auburn.edu)>  
**Cc:** Travis Tally <[tallytp@auburn.edu](mailto:tallytp@auburn.edu)>; Fred Buchanan <[buchaf1@auburn.edu](mailto:buchaf1@auburn.edu)>; Evan Hamner <[reh0078@auburn.edu](mailto:reh0078@auburn.edu)>  
**Subject:** RE: 22-456 - Sciences Center Laboratory Building - Sprinkler and HVAC Outage Request - 3/11/25

Is the 2<sup>nd</sup> floor sprinkler system able to be isolated from the rest of the building?  
The fire watch route should indicate looking in rooms off the corridor.

**Bob Hix, P.E.**

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