

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 <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>				
Utility Outage <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>
Outside Closures		Roadway		Sidewalk		Bike Lane		Waste Receptacle
		Parking Spaces		ADA Facilities		Traffic Signal		Other <small>(Explain below)</small>
Life Safety System Outage <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 & Safety and University Engineer)</small>				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 <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			

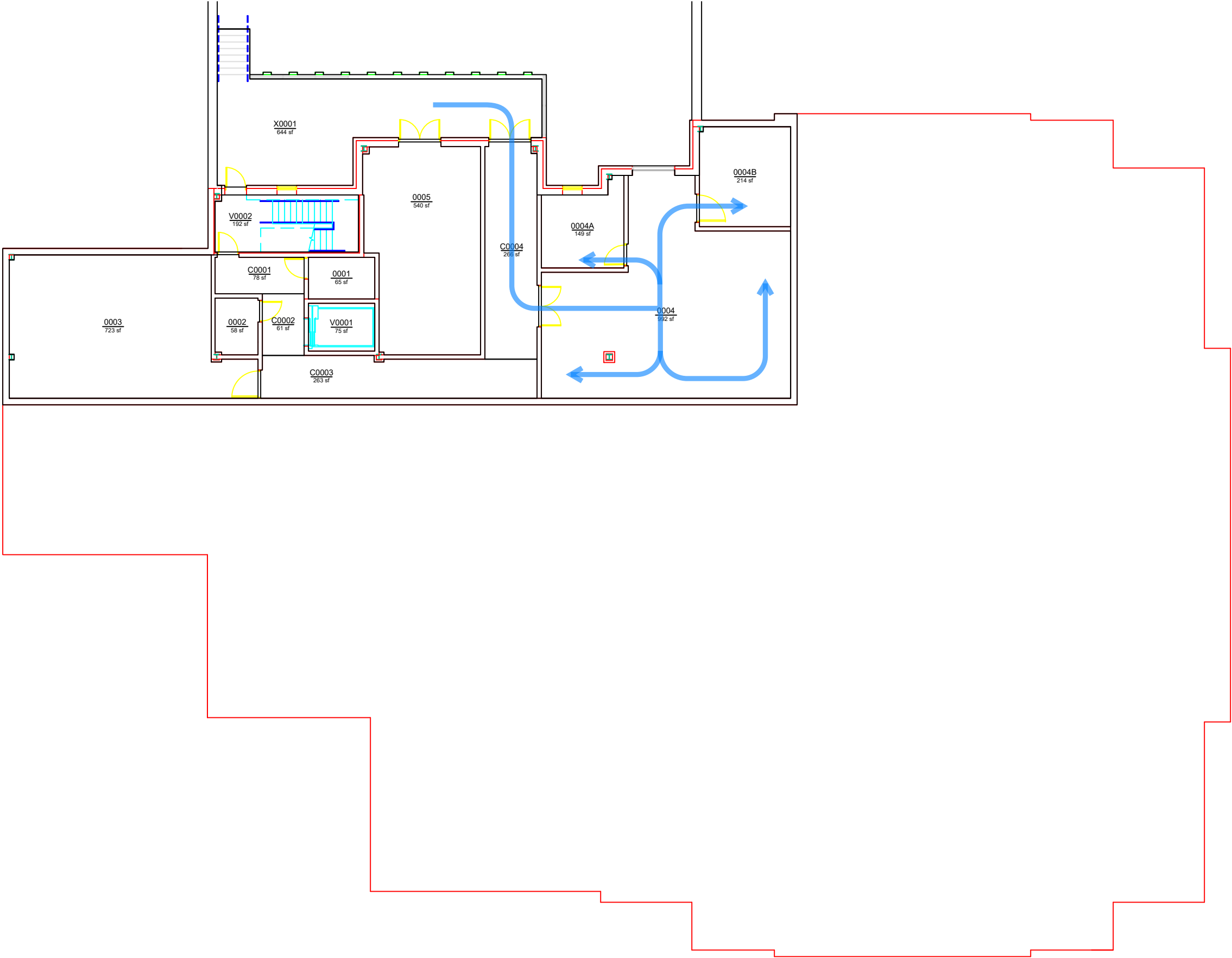
Client Approvals (Per Approval Matrix):

Organizations Affected by Work, Interruption, or Outage			
Client	Building(s)	Key Contact	Approval Date

Facilities Management Approvals (Per the Approval Matrix)

Facilities Management								
Maintenance			Utility and Energy			Design & Construction		
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date
	Eric Moore						Andrew Spurlin	
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
	Kristy Cannon							
For Life Safety Systems								
University Engineer			Risk Management and Safety					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
	Bob Hix			Jessica C.				
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature:  Date _____



Planning, Design,
and Construction
Facilities Management
1161 West Samford Ave, Building 1
Auburn, AL 36849

BASE FLOOR PLAN
MEDICAL CLINIC
LEVEL: B1

Building No.: AA U1203
File Name: AA U1203_B1
Last Export: 05/19/2023
Report Created By:Ellen Doyle
Report Date: 05/19/2023

**Auburn University Facilities Management
Design Services & Construction Management**

Inspection - Attendee List

Project Name: _____
AU Project #: _____

Date: _____
Time: _____

NAME	ORGANIZATION	PHONE	EMAIL

Andrew Spurlin

From: Travis Tally
Sent: Tuesday, March 25, 2025 2:36 PM
To: Andrew Spurlin; Christopher Smith; Melissa Irvin Howell
Cc: Christopher Potts; kirbybrown@amcoinc.com; Jonathon McDonald
Subject: RE: 23-234 Med Clinic HVAC Outage - 03.26 & 03/27

I approve.

From: Andrew Spurlin <jas0250@auburn.edu>
Sent: Tuesday, March 25, 2025 2:17 PM
To: Christopher Smith <cds0023@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>
Cc: Travis Tally <tallytp@auburn.edu>; Christopher Potts <pottscm@auburn.edu>; kirbybrown@amcoinc.com
Subject: 23-234 Med Clinic HVAC Outage - 03.26 & 03/27

Good Afternoon!

Our exterior work is progressing quickly, the team is ready to start welding new pipe inside the facility. To take advantage of the mild temperatures this week, I have an additional outage requesting quick approvals, if you're able.

On **3/26 & 3/27**, we'd like to have the ability to intermittently shut down the HVAC while welding is taking place inside the facility. This is an effort to reduce any odors / smells from finding their way into the HVAC return, and spreading throughout the building. Exterior temperatures are forecasted to range from 52 to 77 degrees, so the internal temperatures should not drastically be impacted. HVAC units will be returned to operation after work is complete at 3:30pm each day.

If able, please provide your approval for this quick request. If unable, we can see about an alternate timeframe.

Thanks!

Andrew Spurlin

Assistant Director – Construction Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.1995 | JASo250@auburn.edu

Andrew Spurlin

From: Christopher Potts
Sent: Tuesday, March 25, 2025 4:13 PM
To: Andrew Spurlin
Subject: Re: 23-234 Med Clinic Hot Water Outage - 03.25.25.pdf

I approve
Sent from my iPhone

On Mar 19, 2025, at 9:23 AM, Andrew Spurlin <jas0250@auburn.edu> wrote:

Travis / Chris –

Our med clinic hot water repairs has regained some traction, our teams are ready to remobilize and knock this one out. Attached is a request for a full-day outage next Tuesday 3/25, allowing us to install the temporary lines while we repair the mains. AMCO would like zone support on this one to valve off the lines and shut down any equipment necessary. I'll get a work order set up, and happy to walk the site with you if you'd like.

Eric / Kristy – copying you in for approvals as well, provided Travis and Chris are on board.

Please review and issue approvals when able, and/or let me know if you have any project specific questions prior to issuing approvals. Happy to catch up as needed.

Thanks,

Andrew Spurlin

Assistant Director – Construction Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.1995 | JAS0250@auburn.edu

<23-234 Med Clinic Hot Water Outage - 03.25.25.pdf>

Andrew Spurlin

From: Christopher Smith
Sent: Tuesday, March 25, 2025 2:20 PM
To: Andrew Spurlin; Melissa Irvin Howell
Cc: Travis Tally; Christopher Potts; kirbybrown@amcoinc.com
Subject: Re: 23-234 Med Clinic HVAC Outage - 03.26 & 03/27

Good afternoon,

I approve on behalf of the college of Pharmacy.

Chris Smith

Chris Smith
Research Operations Manager
Division of Research
Harrison College of Pharmacy

Pharmaceutical Research Building
720 S. Donahue Dr., Room 103
Auburn University, AL 36849

Office Phone: 334-844-8507
Cell Phone: 334-740-5966

From: Andrew Spurlin <jas0250@auburn.edu>
Sent: Tuesday, March 25, 2025 2:17 PM
To: Christopher Smith <cds0023@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>
Cc: Travis Tally <tallytp@auburn.edu>; Christopher Potts <pottscm@auburn.edu>; kirbybrown@amcoinc.com <kirbybrown@amcoinc.com>
Subject: 23-234 Med Clinic HVAC Outage - 03.26 & 03/27

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On **3/26 & 3/27**, we'd like to have the ability to intermittently shut down the HVAC while welding is taking place inside the facility. This is an effort to reduce any odors / smells from finding their way into the HVAC return, and spreading throughout the building. Exterior temperatures are forecasted to range from 52 to 77 degrees, so the internal temperatures should not drastically be impacted. HVAC units will be returned to operation after work is complete at 3:30pm each day.

If able, please provide your approval for this quick request. If unable, we can see about an alternate timeframe.

Andrew Spurlin

From: Melissa Irvin Howell
Sent: Wednesday, March 26, 2025 9:07 AM
To: Andrew Spurlin
Subject: RE: 23-234 Med Clinic HVAC Outage - 03.26 & 03/27

Andrew,

This is approved.

I just heard back from Dr. Kam with his approval.

Have a good day!

Melissa

Melissa Irvin Howell
Director, Melton Student Center
334-332-8730

From: Andrew Spurlin <jas0250@auburn.edu>
Sent: Tuesday, March 25, 2025 2:44 PM
To: Melissa Irvin Howell <howelmi@auburn.edu>
Subject: RE: 23-234 Med Clinic HVAC Outage - 03.26 & 03/27

Thank you so much – always appreciate your quick help with these, and apologize for the short turnaround request with this one!

From: Melissa Irvin Howell <howelmi@auburn.edu>
Sent: Tuesday, March 25, 2025 2:29 PM
To: Andrew Spurlin <jas0250@auburn.edu>
Subject: RE: 23-234 Med Clinic HVAC Outage - 03.26 & 03/27

Hello.

I have reached out to Dr. Kam.

I will update you as soon as I hear back.

He normally always gives his approval.

Melissa

Melissa Irvin Howell
Director, Melton Student Center
334-332-8730

Andrew Spurlin

From: Eric Moore
Sent: Wednesday, March 26, 2025 8:23 AM
To: Andrew Spurlin
Subject: RE: 23-234 Med Clinic HVAC and FA Outage.pdf

I approve

From: Andrew Spurlin <jas0250@auburn.edu>
Sent: Tuesday, March 25, 2025 2:42 PM
To: Travis Tally <tallytp@auburn.edu>; Christopher Potts <pottscm@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Cc: kirbybrown@amcoinc.com
Subject: 23-234 Med Clinic HVAC and FA Outage.pdf

Good Afternoon –

Got a quick one for the group, if you're able to approve...

Med clinic hydronic repairs made some great headway today, setting up to start bringing pipe inside and beginning the welding tomorrow, if possible. Hope is to take advantage of the mild temperatures this week to shut down the air handlers as needed between 7am and 3:30pm, allowing us to weld on Wednesday and Thursday (3/26 & 3/27).

Intent would be to have an outage for the duct detectors throughout, since the OA ductwork will be partially removed to access the hydronic, a FA device outage for rooms 0004, 0004A, and 0004B, and an HVAC outage while the welding / dust generation is taking place. System to be returned to normal operation at 3:30pm each day.

@Jessica Covington – Kirby is entering the HW permit which should come through shortly.

Fire watch will be required while these devices are offline, with intent to walk the 0004 suite. Map and sign-in are attached to the outage.

If able, please reply all with your approval and / or comments.

Thanks,

Andrew Spurlin

Assistant Director – Construction Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.1995 | JASo250@auburn.edu

Andrew Spurlin

From: Kristy Cannon
Sent: Tuesday, March 25, 2025 2:44 PM
To: Andrew Spurlin
Cc: Travis Tally; Christopher Potts; Eric Moore; Bob Hix; Jessica Covington; kirbybrown@amcoinc.com
Subject: Re: 23-234 Med Clinic HVAC and FA Outage.pdf

Approved

Kristy Fulmar Cannon
Asst. Director, Campus Services
334-734-0208

On Mar 25, 2025, at 2:42 PM, Andrew Spurlin <jas0250@auburn.edu> wrote:

Good Afternoon –

Got a quick one for the group, if you're able to approve...

Med clinic hydronic repairs made some great headway today, setting up to start bringing pipe inside and beginning the welding tomorrow, if possible. Hope is to take advantage of the mild temperatures this week to shut down the air handlers as needed between 7am and 3:30pm, allowing us to weld on Wednesday and Thursday (3/26 & 3/27).

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Thanks,

Andrew Spurlin

Assistant Director – Construction Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.1995 | JASo250@auburn.edu

Andrew Spurlin

From: Bob Hix
Sent: Tuesday, March 25, 2025 4:30 PM
To: Andrew Spurlin
Subject: RE: 23-234 Med Clinic HVAC and FA Outage - 3.26.pdf

I approve.

As a reminder:

- 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.

Bob

Bob Hix, P.E.

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

From: Andrew Spurlin <jas0250@auburn.edu>
Sent: Tuesday, March 25, 2025 4:08 PM
To: Bob Hix <hixjame@auburn.edu>
Subject: 23-234 Med Clinic HVAC and FA Outage - 3.26.pdf

Cris Potts responded, said that AHU (001) includes most of the first floor – I've added all of level 1 to the fire watch for approval.

Thanks!

Andrew Spurlin

Assistant Director – Construction Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.1995 | JAS0250@auburn.edu

Andrew Spurlin

From: Jessica Covington
Sent: Tuesday, March 25, 2025 5:54 PM
To: Andrew Spurlin
Subject: Re: 23-234 Med Clinic HVAC and FA Outage.pdf

Hi Andrew, I approve.

Get [Outlook for iOS](#)

From: Andrew Spurlin <jas0250@auburn.edu>
Sent: Tuesday, March 25, 2025 2:42:15 PM
To: Travis Tally <tallytp@auburn.edu>; Christopher Potts <pottscm@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Cc: kirbybrown@amcoinc.com <kirbybrown@amcoinc.com>
Subject: 23-234 Med Clinic HVAC and FA Outage.pdf

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@Jessica Covington – Kirby is entering the HW permit which should come through shortly.

Fire watch will be required while these devices are offline, with intent to walk the 0004 suite. Map and sign-in are attached to the outage.

If able, please reply all with your approval and / or comments.

Thanks,

Andrew Spurlin

Assistant Director – Construction Management

Auburn University Facilities Management

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