

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			Elizabeth De Kruif				
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: Cort Fisher Date



Rooms affected by HVAC outage

From: [Bruce Arnold](#)
To: [Cort Fisher](#); [Misty Glazier](#); [Allison Thompson](#); [Lauren Evans](#); [Michael Brackin](#); [Elizabeth De Kruif](#); [Bob Hix](#); [Nolan Yon](#); [Fred Buchanan](#); [David Floyd](#); [Kristy Cannon](#); [Dee Sneed](#); [Mark Anthony Bourgeois](#)
Cc: [Kim Mullenix](#); [Priyanka Banerjee](#)
Subject: RE: 24-309 - Upchurch Room 221
Date: Thursday, April 10, 2025 9:45:21 AM

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

1161 West Samford Avenue

Auburn, AL 36849



From: Cort Fisher <cwf0002@auburn.edu>

Sent: Thursday, April 10, 2025 7:44 AM

To: Misty Glazier <mmb0003@auburn.edu>; Allison Thompson <aat0009@auburn.edu>; Lauren Evans <lze0002@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; David Floyd <dhf0002@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Mark Anthony Bourgeois <mark.bourgeois@jci.com>

Cc: Kim Mullenix <mullemk@auburn.edu>; Priyanka Banerjee <pzb0035@auburn.edu>

Subject: 24-309 - Upchurch Room 221

All,

See the attached outage form for Upchurch room 221.

ARK Remediation will be working in room 221. The work will take place 4/18/25 – 4/23/25.

Our zone is onboard.

From: [Bob Hix](#)
To: [Cort Fisher](#); [Misty Glazier](#); [Allison Thompson](#); [Lauren Evans](#); [Michael Brackin](#); [Elizabeth De Kruif](#); [Nolan Yon](#); [Fred Buchanan](#); [David Floyd](#); [Bruce Arnold](#); [Kristy Cannon](#); [Dee Sneed](#); [Mark Anthony Bourgeois](#)
Cc: [Kim Mullenix](#); [Priyanka Banerjee](#)
Subject: RE: 24-309 - Upchurch Room 221
Date: Thursday, April 10, 2025 8:07:08 AM

Approved

Bob Hix, P.E.

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

From: Cort Fisher <cwf0002@auburn.edu>

Sent: Thursday, April 10, 2025 7:44 AM

To: Misty Glazier <mmb0003@auburn.edu>; Allison Thompson <aat0009@auburn.edu>; Lauren Evans <lze0002@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; David Floyd <dhf0002@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Mark Anthony Bourgeois <mark.bourgeois@jci.com>

Cc: Kim Mullenix <mullemk@auburn.edu>; Priyanka Banerjee <pzb0035@auburn.edu>

Subject: 24-309 - Upchurch Room 221

All,

See the attached outage form for Upchurch room 221.

ARK Remediation will be working in room 221. The work will take place 4/18/25 – 4/23/25.

Our zone is onboard.

Please respond with your approval or disapproval of this outage.

Thanks,

Cort

Cort W. Fisher, MBC, CEFP

Project Manager – Construction Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334-740-7328 | cwfo002@auburn.edu

From: [Dee Sneed](#)
To: [Cort Fisher](#); [Misty Glazier](#); [Allison Thompson](#); [Lauren Evans](#); [Michael Brackin](#); [Elizabeth De Kruif](#); [Bob Hix](#); [Nolan Yon](#); [Fred Buchanan](#); [David Floyd](#); [Bruce Arnold](#); [Kristy Cannon](#); [Mark Anthony Bourgeois](#)
Cc: [Kim Mullenix](#); [Priyanka Banerjee](#)
Subject: RE: 24-309 - Upchurch Room 221
Date: Thursday, April 10, 2025 7:52:35 AM
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: Cort Fisher <cwf0002@auburn.edu>
Sent: Thursday, April 10, 2025 7:44 AM
To: Misty Glazier <mmb0003@auburn.edu>; Allison Thompson <aat0009@auburn.edu>; Lauren Evans <lze0002@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; David Floyd <dhf0002@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Mark Anthony Bourgeois <mark.bourgeois@jci.com>
Cc: Kim Mullenix <mullemk@auburn.edu>; Priyanka Banerjee <pzb0035@auburn.edu>
Subject: 24-309 - Upchurch Room 221

All,

See the attached outage form for Upchurch room 221.

ARK Remediation will be working in room 221. The work will take place 4/18/25 – 4/23/25.

Our zone is onboard.

Please respond with your approval or disapproval of this outage.

Thanks,

From: [Elizabeth De Kruif](#)
To: [Bob Hix](#); [Cort Fisher](#); [Misty Glazier](#); [Allison Thompson](#); [Lauren Evans](#); [Michael Brackin](#); [Nolan Yon](#); [Fred Buchanan](#); [David Floyd](#); [Bruce Arnold](#); [Kristy Cannon](#); [Dee Sneed](#); [Mark Anthony Bourgeois](#)
Cc: [Kim Mullenix](#); [Priyanka Banerjee](#)
Subject: Re: 24-309 - Upchurch Room 221
Date: Thursday, April 10, 2025 8:17:59 AM
Attachments: [image001.png](#)

RMS approves.



Elizabeth De Kruif, CIH
University Industrial Hygienist

erd0023@auburn.edu
334-734-0469
1161 W. Samford Ave., Bldg. 9, Auburn, AL 36849

From: Bob Hix <hixjame@auburn.edu>
Date: Thursday, April 10, 2025 at 8:07 AM
To: Cort Fisher <cwf0002@auburn.edu>, Misty Glazier <mmb0003@auburn.edu>, Allison Thompson <aat0009@auburn.edu>, Lauren Evans <lze0002@auburn.edu>, Michael Brackin <brackmg@auburn.edu>, Elizabeth De Kruif <erd0023@auburn.edu>, Nolan Yon <yonbenj@auburn.edu>, Fred Buchanan <buchaf1@auburn.edu>, David Floyd <dhf0002@auburn.edu>, Bruce Arnold <gba0004@auburn.edu>, Kristy Cannon <kdf0019@auburn.edu>, Dee Sneed <deesneed@auburn.edu>, Mark Anthony Bourgeois <mark.bourgeois@jci.com>
Cc: Kim Mullenix <mullemk@auburn.edu>, Priyanka Banerjee <pzb0035@auburn.edu>
Subject: RE: 24-309 - Upchurch Room 221

Approved

Bob Hix, P.E.

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

From: Cort Fisher <cwf0002@auburn.edu>
Sent: Thursday, April 10, 2025 7:44 AM
To: Misty Glazier <mmb0003@auburn.edu>; Allison Thompson <aat0009@auburn.edu>; Lauren Evans <lze0002@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; David Floyd <dhf0002@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed

From: [Misty Glazier](#)
To: [Cort Fisher](#); [Allison Thompson](#); [Lauren Evans](#); [Michael Brackin](#); [Elizabeth De Kruif](#); [Bob Hix](#); [Nolan Yon](#); [Fred Buchanan](#); [David Floyd](#); [Bruce Arnold](#); [Kristy Cannon](#); [Dee Sneed](#); [Mark Anthony Bourgeois](#)
Cc: [Kim Mullenix](#); [Priyanka Banerjee](#)
Subject: RE: 24-309 - Upchurch Room 221
Date: Thursday, April 10, 2025 1:11:42 PM

Approved

From: Cort Fisher <cwf0002@auburn.edu>
Sent: Thursday, April 10, 2025 7:44 AM
To: Misty Glazier <mmb0003@auburn.edu>; Allison Thompson <aat0009@auburn.edu>; Lauren Evans <lze0002@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; David Floyd <dhf0002@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Mark Anthony Bourgeois <mark.bourgeois@jci.com>
Cc: Kim Mullenix <mullemk@auburn.edu>; Priyanka Banerjee <pzb0035@auburn.edu>
Subject: 24-309 - Upchurch Room 221

All,

See the attached outage form for Upchurch room 221.

ARK Remediation will be working in room 221. The work will take place 4/18/25 – 4/23/25.

Our zone is onboard.

Please respond with your approval or disapproval of this outage.

Thanks,

Cort

Cort W. Fisher, MBC, CEFP
Project Manager – Construction Management
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-740-7328 | cwfo002@auburn.edu

From: [Michael Brackin](#)
To: [Cort Fisher](#); [Misty Glazier](#); [Allison Thompson](#); [Lauren Evans](#); [Elizabeth De Kruif](#); [Bob Hix](#); [Nolan Yon](#); [Fred Buchanan](#); [David Floyd](#); [Bruce Arnold](#); [Kristy Cannon](#); [Dee Sneed](#); [Mark Anthony Bourgeois](#)
Cc: [Kim Mullenix](#); [Priyanka Banerjee](#)
Subject: RE: 24-309 - Upchurch Room 221
Date: Thursday, April 10, 2025 12:04:51 PM

Approved.

From: Cort Fisher <cwf0002@auburn.edu>
Sent: Thursday, April 10, 2025 7:44 AM
To: Misty Glazier <mmb0003@auburn.edu>; Allison Thompson <aat0009@auburn.edu>; Lauren Evans <lze0002@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; David Floyd <dhf0002@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Mark Anthony Bourgeois <mark.bourgeois@jci.com>
Cc: Kim Mullenix <mullemk@auburn.edu>; Priyanka Banerjee <pzb0035@auburn.edu>
Subject: 24-309 - Upchurch Room 221

All,

See the attached outage form for Upchurch room 221.

ARK Remediation will be working in room 221. The work will take place 4/18/25 – 4/23/25.

Our zone is onboard.

Please respond with your approval or disapproval of this outage.

Thanks,

Cort

Cort W. Fisher, MBC, CEFP
Project Manager – Construction Management
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-740-7328 | cwfo002@auburn.edu

From: [Allison Thompson](#)
To: [Cort Fisher](#); [Lauren Evans](#)
Subject: RE: 24-309 Upchurch Room #221 - Outage for 4/18/25
Date: Friday, April 11, 2025 9:16:04 AM
Attachments: [RE 24-309 - Upchurch Room 221.msg](#)

Cort,

I think Misty Glazier approved for Ag yesterday.

Thanks,
Allison

From: Cort Fisher <cwfo002@auburn.edu>
Sent: Friday, April 11, 2025 9:03 AM
To: Allison Thompson <aat0009@auburn.edu>; Lauren Evans <lze0002@auburn.edu>
Subject: 24-309 Upchurch Room #221 - Outage for 4/18/25

Hi Allison / Lauren,

Do you approve of this outage for next weekend?

Thanks,
Cort

Cort W. Fisher, MBC, CEFP
Project Manager – Construction Management
[Auburn University Facilities Management](#)
1161 W Samford Ave, Auburn University, AL 36849
C: 334-740-7328 | cwfo002@auburn.edu

From: [Fred Buchanan](#)
To: [Misty Glazier](#); [Cort Fisher](#); [Allison Thompson](#); [Lauren Evans](#); [Michael Brackin](#); [Elizabeth De Kruif](#); [Bob Hix](#); [Nolan Yon](#); [David Floyd](#); [Bruce Arnold](#); [Kristy Cannon](#); [Dee Sneed](#); [Mark Anthony Bourgeois](#)
Cc: [Kim Mullenix](#); [Priyanka Banerjee](#)
Subject: RE: 24-309 - Upchurch Room 221
Date: Friday, April 11, 2025 9:20:04 AM

I approve

Fred

From: Misty Glazier <mmb0003@auburn.edu>
Sent: Thursday, April 10, 2025 1:12 PM
To: Cort Fisher <cwf0002@auburn.edu>; Allison Thompson <aat0009@auburn.edu>; Lauren Evans <lze0002@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; David Floyd <dhf0002@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Mark Anthony Bourgeois <mark.bourgeois@jci.com>
Cc: Kim Mullenix <mullemk@auburn.edu>; Priyanka Banerjee <pzb0035@auburn.edu>
Subject: RE: 24-309 - Upchurch Room 221

Approved

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Cc: Kim Mullenix <mullemk@auburn.edu>; Priyanka Banerjee <pzb0035@auburn.edu>
Subject: 24-309 - Upchurch Room 221

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