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 #_ 23-625 Customer Request WO Number								
110jeet #		Select Inter						,
		Building Access Control	V	Elevator		Laboratory		Sanitary Sewer
Building System Outage or Space		Electric Power		Heating Ventilation & A/C (HVAC)		Utility Natural Gas		Domestic Water
Closure (Only if part of a building is out, Check all that apply)		Building Space/Entrances/ Occupant Flow		Telephone/IT		Fumehood		Cooler/Freezer
оит, спеск ан тлат аррлуу		Emergency Power (Life Safety Approval required)		Other (Explain below)				
Utility Outage		Electric Power		Natural Gas		Sewer from Building		Domestic Water
(If entire building is out)		Hot Water (Central Plant)		Chilled Water (Central Plant)		Steam (Central Plant)		Other (Explain Below)
		Roadway		Sidewalk		Bike Lane		Waste Receptacle
Outside Closures		Parking Spaces		ADA Facilities		Traffic Signal		Other (Explain below)
Life Safety System Outage (Required any time system		Fire Alarm		Fire Suppression System and/or Fire Pump		Special Hazards Range Hood		Fire Hydrant
or components are taken out of service)		Fire watch required? Yes or Cotermined by Risk Management & SEngineer)	Fire watch required? Yes or No (Determined by Risk Management & Safety and University					
Life Safety Notifications		Annual Fire Alarm Test and Inspection		Fire Suppression System Testing		Fire Alarm System Testing		Fire Alarm System Download
Notifications		Unplanned Outage	Unplanted Outage				Other (Explain below)	
Description of Work Activity Elevator - Replacing of controls and fixtures.								
Building(s) or Location(s) Affected								
Hargis Hall								
Specific Space Affected								
	All building occupants will not be able to utilize the elevator.							
How are the building clients or University stakeholders affected? What will they notice? Elevator will be out of service during the duration of the project.								
Schedule: Start Date: 5/13/25	Schedule: 5/13/25 Start Time: 6:00 am End Date: 7/31/25 End Time: 4:00 pm							

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Planned Outage and Interruption Request

Planning Reviews (Per Review Matrix):

Organization	Review Required?	Reviewer	Review Date
Maintenance Zone Manager or Supervisor	Y	Burke Wagoner	4/9/25
Utility Supervisor	N		
Others as Needed	N		

Client Approvals (Per Approval Matrix):

Organizations Affected by Work, Interruption, or Outage					
Client	Building(s)	Key Contact	Approval Date		
Graduate Studies	Hargis Hall	Brandi Long	4/11/25		

Facilities Management Approvals (Per the Approval Matrix)

			Fa	cilities Manageme	nt			
	Maintenance			Jtility and Energy		Design	& Construction	
Approval Required?	Approved By:	Date	Approva Required		Date	Approval Required?	Approved By:	Date
Υ	Eric Moore	4/9/25	N			Υ	Wendy Peacock	4/11/2
Campu	s Services/Lan	dscape						
Approval Required?	Approved By:	Date						
Υ	Dee Sneed	4/9/25						
			For	Life Safety System	ns			
Uni	versity Engine	er	Risk N	lanagement and Sa	afety			
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
N	Bob Hix	4/9/25	N					
			V	Vork Management				
Received By: Date		Received Time Received		Date Notice Issued		Time Issued		

Work Owner Signature:	Matt Se	Date 4/9/25	
THOIR OWNER SIGNATURE			

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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

- Work Owner Individual responsible for conduct of the work requiring the interruption or outage. Include Auburn University
 Organization and cell phone number.
- 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 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

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From Dee Sneed <deesneed@auburn.edu>

Date Wed 4/9/2025 9:48 AM

- To Matthew Skinner <skinnma@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Brandi Long

 bml0004@auburn.edu>
- Cc Nolan Torbert <ntt0002@auburn.edu>; Barclay Bentley <bentlbj@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>

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, April 9, 2025 9:44 AM

To: Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Brandi Long <bml0004@auburn.edu>

Cc: Nolan Torbert <ntt0002@auburn.edu>; Barclay Bentley <bentlbj@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>

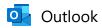
Subject: 23-625 - Hargis Hall - Elevator, Replace Controls & Fixtures - Outage Request Form

All,

I have attached the Outage Request for the upcoming project at Hargis Hall to replace elevator controls and fixtures. The outage is to take the elevator off service from May 13 through July 31st.

Thanks,

Matt



From Eric Moore < jem0028@auburn.edu>

Date Wed 4/9/2025 9:48 AM

- To Matthew Skinner <skinnma@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>; C Wagoner <cbw0021@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Brandi Long

 Shinner
- Cc Nolan Torbert <ntt0002@auburn.edu>; Barclay Bentley <bentlbj@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>

I approve

From: Matthew Skinner < skinnma@auburn.edu>

Sent: Wednesday, April 9, 2025 9:44 AM

Cc: Nolan Torbert <ntt0002@auburn.edu>; Barclay Bentley <bentlbj@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>

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Matt

Matt Skinner

Project Manager, Construction Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334-703-3296 | skinnma@auburn.edu



From Bob Hix <hixjame@auburn.edu>

Date Wed 4/9/2025 9:53 AM

- To Matthew Skinner <skinnma@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Brandi Long <bml0004@auburn.edu>
- Cc Nolan Torbert <ntt0002@auburn.edu>; Barclay Bentley <bentlbj@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>

Approved

Bob Hix, P.E.

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

From: Matthew Skinner <skinnma@auburn.edu>

Sent: Wednesday, April 9, 2025 9:44 AM

To: Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Brandi Long <bml0004@auburn.edu>

Cc: Nolan Torbert <ntt0002@auburn.edu>; Barclay Bentley <bentlbj@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>

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Т	hai	nl	ks

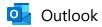
Matt

Matt Skinner

Project Manager, Construction Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849



From C Wagoner <cbw0021@auburn.edu>

Date Wed 4/9/2025 9:49 AM

- To Matthew Skinner <skinnma@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Brandi Long

 bml0004@auburn.edu>
- Cc Nolan Torbert <ntt0002@auburn.edu>; Barclay Bentley <bentlbj@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>

Zone 4 approves

Burke Wagoner
Supervisor Zone 4 Maintenance
Auburn University
Facilities Management
334-734-0937

From: Matthew Skinner <skinnma@auburn.edu>

Sent: Wednesday, April 9, 2025 9:44 AM

To: Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Brandi Long <bml0004@auburn.edu>

Cc: Nolan Torbert <ntt0002@auburn.edu>; Barclay Bentley <bentlbj@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>

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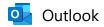
T	han	ks.
---	-----	-----

Matt

Matt Skinner

Project Manager, Construction Management

Auburn University Facilities Management



Date Fri 4/11/2025 9:58 AM

To Matthew Skinner <skinnma@auburn.edu>

Good morning!

Yes, we approve the outage. I will share with our team, so they are aware.

Thank you so much, Brandi



Brandi Long

Executive Assistant and Business Manager Graduate School 202B Hargis Hall, Auburn, AL 36849 O: 334.844.2125 | M: 334.663.5361

bml0004@auburn.edu graduate.auburn.edu







From: Matthew Skinner <skinnma@auburn.edu> Date: Thursday, April 10, 2025 at 8:29 AM

To: Brandi Long

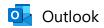
 bml0004@auburn.edu>

Subject: 23-625 - Hargis Hall - Elevator, Replace Controls & Fixtures - Outage Request Form

Good Morning Brandi!

I just wanted to reach out and make sure that you guys are good with this outage. I hope that we are able to finish up earlier than July 31st but I went ahead and put the outage in for the total duration just in case. If you have any questions or concerns don't hesitate to reach out.

Thanks, Matt



Re: 23-625 - Hargis Hall - Elevator Outage

From Wendy Peacock <wkp0003@auburn.edu>

Date Fri 4/11/2025 10:56 AM

To Matthew Skinner <skinnma@auburn.edu>; Andrew Spurlin <jas0250@auburn.edu>; Josh Conradson <conrajr@auburn.edu>

Approved.

Wendy Peacock, MBC, PMP

Director - Construction Management **Auburn University Facilities Management**1161 W Samford Ave, Auburn University, AL 36849

334-734-0158 | wpeacock@auburn.edu

From: Matthew Skinner <skinnma@auburn.edu>

Sent: Friday, April 11, 2025 10:47:35 AM

To: Andrew Spurlin <jas0250@auburn.edu>; Wendy Peacock <wkp0003@auburn.edu>; Josh Conradson

<conrajr@auburn.edu>

Subject: 23-625 - Hargis Hall - Elevator Outage

Hey!

See attached outage for your review with all required signatures.

Thanks,

Matt

Matt Skinner

Project Manager, Construction Management **Auburn University Facilities Management**1161 W Samford Ave, Auburn University, AL 36849

C: 334-703-3296 | skinnma@auburn.edu