

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 _____

Select Interruption Type:

Building System Outage or Space Closure <small>(Only if part of a building is out, Check all that apply)</small>	<input type="checkbox"/>	Building Access Control	<input checked="" type="checkbox"/>	Elevator	<input type="checkbox"/>	Laboratory Utility	<input type="checkbox"/>	Sanitary Sewer
	<input type="checkbox"/>	Electric Power	<input 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 <small>(Life Safety Approval required)</small>	<input type="checkbox"/>	Other <small>(Explain below)</small>				
Utility Outage <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 <small>(Central Plant)</small>	<input type="checkbox"/>	Chilled Water <small>(Central Plant)</small>	<input type="checkbox"/>	Steam <small>(Central Plant)</small>	<input type="checkbox"/>	Other <small>(Explain Below)</small>
Outside Closures	<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 <small>(Explain below)</small>
Life Safety System Outage <small>(Required any time system or components are taken out of service)</small>	<input type="checkbox"/>	Fire Alarm	<input type="checkbox"/>	Fire Suppression System and/or Fire Pump	<input type="checkbox"/>	Special Hazards Range Hood	<input type="checkbox"/>	Fire Hydrant
	<input type="checkbox"/>	Fire watch required? <input type="checkbox"/> Yes or <input type="checkbox"/> No <small>(Determined by Risk Management & Safety and University Engineer)</small>				Note:		
Life Safety Notifications	<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
Notifications	<input type="checkbox"/>	Unplanned Outage	<input type="checkbox"/>	Preventative Maintenance	<input type="checkbox"/>	Risk Mgt. & Safety Inspection	<input type="checkbox"/>	Other <small>(Explain below)</small>

Description of Work Activity

Elevator - Replacing of controls and fixtures.

Building(s) or Location(s) Affected

Hargis Hall

Specific Space Affected (Room Numbers)

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 Start Time: 6:00 am End Date: 7/31/25 End Time: 4:00 pm

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)

Facilities Management								
Maintenance			Utility and Energy			Design & Construction		
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date
Y	Eric Moore	4/9/25	N			Y	Wendy Peacock	4/11/25
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
Y	Dee Sneed	4/9/25						
For Life Safety Systems								
University Engineer			Risk Management and Safety					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
N	Bob Hix	4/9/25	N					
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature:  Date 4/9/25

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



Outlook

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

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 <bentlby@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 <bentlby@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



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

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 <bml0004@auburn.edu>

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

I approve

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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



Outlook

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

From Bob Hix <hixjame@auburn.edu>**Date** Wed 4/9/2025 9:53 AM**To** Matthew Skinner <skinma@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 <bentlby@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>

Approved

Bob Hix, P.E.C: 334-740-8247 | bobhix@auburn.edu

From: Matthew Skinner <skinma@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 <bentlby@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>**Subject:** 23-625 - Hargis Hall - Elevator, Replace Controls & Fixtures - Outage Request Form

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Thanks,

Matt

Matt Skinner*Project Manager, Construction Management***Auburn University Facilities Management**

1161 W Samford Ave, Auburn University, AL 36849



Outlook

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

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

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Thanks,

Matt

Matt Skinner*Project Manager, Construction Management***Auburn University Facilities Management**

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

From Brandi Long <bml0004@auburn.edu>

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