

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

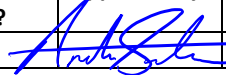
Planning Reviews (Per Review Matrix):

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
	Bruce Arnold					Yes		4/21
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
For Life Safety Systems								
University Engineer			Risk Management and Safety					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature:  Date _____

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

Re: 23-466 Event Center - Garden Drive Closure

From Morgan Pendergrass <beadllm@auburn.edu>

Date Fri 2025-04-18 12:30 PM

To Nicholas Blair <nab0019@auburn.edu>

Nick,

Thank you for letting me know. I have shared this with my team.

Thanks,
Morgan

L. Morgan Pendergrass
Director, Davis Arboretum



From: Nicholas Blair <nab0019@auburn.edu>

Sent: Friday, April 18, 2025 8:45 AM

To: Morgan Pendergrass <beadllm@auburn.edu>

Subject: 23-466 Event Center - Garden Drive Closure

Morgan

We have been planning out when we will be able to add a water line extension that goes from the Event Center entrance to Mell St. in Garden Drive. Stone has provided a plan to do this during the break from May 12-16. You can see the attachments for more details.

This means we would close Garden Drive from the Arboretum Driveway to Mell St, but would leave access for Arboretum visitors from College St. It's not detailed in the attachments, but of course they would move out of the way as needed if you need to get to your loading area during this time.

The water line will be constructed in the westbound lane on the other side of the road from the arboretum, but they will need the whole road in some places for their equipment next to the trench.

I'm hoping this week will be a slow time for you with no students in class.

Let me know if you have any questions/concerns

Thanks

Nick

Nicholas A. Blair, P.E.

Construction Project Manager

RE: 23-466 Event Center - Garden Drive Closure

From Arishna Lastinger <ann0002@auburn.edu>

Date Fri 2025-04-18 11:13 AM

To Nicholas Blair <nab0019@auburn.edu>

No issues! That timeframe is ideal since it's between Spring and Summer semesters. Those spaces should be mostly clear and free during that time!



Arishna Lastinger

Director

Parking Services

330 Lem Morrison Drive

O: 334.844.4196

ann0002@auburn.edu

auburn.edu/parking



From: Nicholas Blair <nab0019@auburn.edu>

Sent: Friday, April 18, 2025 8:52 AM

To: Arishna Lastinger <ann0002@auburn.edu>

Subject: Fw: 23-466 Event Center - Garden Drive Closure

Arishna,

We are planning to do a water line extension in Garden Drive that goes from the Event Center driveway to Mell St right after graduation. You can see more details in the attachments. This will affect parking on Garden Drive. I've started coordination with the Arboretum below.

This will close parking on Garden Drive for the entire week. We hope not to affect parking on Mell St, but we may end up having to block off a couple of spots at the tie-in point to make sure there is enough room and things remain safe.

Let me know if you have any concerns with this parking outage during this timeframe: May 12-16.

Thanks!

Nick Blair

334.703.1043 | nickblair@auburn.edu

RE: OUTAGE: 23-466 Univ Event Center - Garden Drive

From Bruce Arnold <gba0004@auburn.edu>

Date Fri 2025-04-18 3:53 PM

To Nicholas Blair <nab0019@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>

I approve

Bruce
Gary B. "Bruce" Arnold, CEFM
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: Nicholas Blair <nab0019@auburn.edu>

Sent: Friday, April 18, 2025 3:49 PM

To: Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>

Subject: OUTAGE: 23-466 Univ Event Center - Garden Drive

Please see attached for review and provide response.

Note that this outage is only for roadway and parking closures. Any water outage that is necessary for the work will be routed closer to time.

Thanks

Nicholas A. Blair, P.E.

Construction Project Manager

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849



23-466 UNIVERSITY EVENT CENTER

ROAD CLOSURE: MAY 12 - MAY 16, 2025



LEGEND



Construction Area



Pedestrian Movement



Vehicular Movement



Other Projects

NOTES

- Scope includes utility tie in at Mell Street.