

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			Ken Martin				5/7/25
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: Nicholas A. Blair 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: OUTAGE: 23-466 Event Center - Water Tie-in on Mell Street

From C Wagoner <cbw0021@auburn.edu>
Date Wed 2025-05-07 9:11 AM
To George Kirkpatrick <gkk0003@auburn.edu>; Nicholas Blair <nab0019@auburn.edu>; Ken Martin <martikj@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>

Zone 4 approves

Get [Outlook for iOS](#)

From: George Kirkpatrick <gkk0003@auburn.edu>
Sent: Wednesday, May 7, 2025 8:49:53 AM
To: Nicholas Blair <nab0019@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Ken Martin <martikj@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>
Subject: RE: OUTAGE: 23-466 Event Center - Water Tie-in on Mell Street

Utility services Approves

George Kirkpatrick
Supervisor, Utility Services
Auburn University
200 Wire Rd
Auburn, AL 36849
334-707-2220

From: Nicholas Blair <nab0019@auburn.edu>
Sent: Wednesday, May 7, 2025 8:47 AM
To: C Wagoner <cbw0021@auburn.edu>; George Kirkpatrick <gkk0003@auburn.edu>; Ken Martin <martikj@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>
Subject: OUTAGE: 23-466 Event Center - Water Tie-in on Mell Street

Please see attached outage to tie-in a valve for a new 8" water line on Garden Drive to the existing 8" water line on Mell Street. Note that an outage has already been routed for traffic impacts associated with this work. The only impact will be to the fire hydrant by the President's driveway, and the Fire Dept has been notified.

Please reply all with approval or let me know if you have any questions.

Thanks
Nick

Nicholas A. Blair, P.E.

Construction Project Manager

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334.703.1043 | nickblair@auburn.edu

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Construction Project Manager

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1161 W Samford Ave, Auburn University, AL 36849

C: 334.703.1043 | nickblair@auburn.edu

Re: Mell Street Hydrant - Outage - May 12th (23-466)

From Edward W. Ray <eray@auburnalabama.org>
Date Tue 2025-05-06 12:50 PM
To Nicholas Blair <nab0019@auburn.edu>

Thank you. I will pass this along.

From: Nicholas Blair <nab0019@auburn.edu>
Sent: Tuesday, May 6, 2025 12:24 PM
To: Edward W. Ray <eray@auburnalabama.org>
Cc: George Kirkpatrick <gkk0003@auburn.edu>
Subject: Mell Street Hydrant - Outage - May 12th (23-466)

Captain Ray

I got your information from George Kirkpatrick in our Utilities group.

I wanted to let someone know at AFD that we are planning to cut in a tie-in to the water line on Mell Street on the afternoon of May 12th. This will cut water to one hydrant at the President's driveway on Mell St from 2pm to 5pm. (see attached)

We hope to have the hydrant back online by EOB that day, but if it takes longer, the hydrant may be off until the morning of the 13th.

Let me know if you have any questions.

Thanks
Nick Blair

Nicholas A. Blair, P.E.
Construction Project Manager
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334.703.1043 | nickblair@auburn.edu

RE: OUTAGE: 23-466 Event Center - Water Tie-in on Mell Street

From Ken Martin <martikj@auburn.edu>
Date Wed 2025-05-07 10:45 AM
To Nicholas Blair <nab0019@auburn.edu>
Cc Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>

Approved



Ken Martin P.E., C.E.M.
Director, Utilities & Energy
Facilities Management
334.740.2088

From: Nicholas Blair <nab0019@auburn.edu>
Sent: Wednesday, May 7, 2025 8:47 AM
To: C Wagoner <cbw0021@auburn.edu>; George Kirkpatrick <gkk0003@auburn.edu>; Ken Martin <martikj@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>
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Nick

Nicholas A. Blair, P.E.

Construction Project Manager

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334.703.1043 | nickblair@auburn.edu

RE: OUTAGE: 23-466 Event Center - Water Tie-in on Mell Street

From Bruce Arnold <gba0004@auburn.edu>

Date Wed 2025-05-07 9:25 AM

To Nicholas Blair <nab0019@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; George Kirkpatrick <gkk0003@auburn.edu>; Ken Martin <martikj@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Ryan Landry <rcl0007@auburn.edu>; Rob Engle <ENGLERC@auburn.edu>

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

OUR CORE VALUES.



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Sent: Wednesday, May 7, 2025 8:47 AM

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