

Planned Outage and Interruption Request

Work Owner Matt Skinner Organization Facilities Mngt. Phone 334-703-3296
 Onsite Contact Bryant Cloud Phone 334-750-9175
 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 type="checkbox"/>	Elevator	<input type="checkbox"/>	Laboratory Utility	<input type="checkbox"/>	Sanitary Sewer
	<input type="checkbox"/>	Electric Power	<input checked="" 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

We are upgrading the elevator equipment which will require the basement mechanical space to be modified to make room for the new equipment. JCI's VFD Control Box will be relocated to another area of the basement and during this process the HVAC for the building will be out of service.

Building(s) or Location(s) Affected

Hargis Hall

Specific Space Affected (Room Numbers)

Building Wide

How are the building clients or University stakeholders affected? What will they notice?

The A/C for the building will be shut down and building temperatures will be noticeably higher. Portable A/C units will be running but room temperatures will still be higher than normal.

Schedule: 6/2/25 Start Time: 7:00 am End Date: 6/6/25 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	N	Burke Wagoner	5/15
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 School	Hargis Hall	Brandi Long	5/14/25

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	5/15/25	N			Y		5/19
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
Y	Dee Sneed	5/14/25						
For Life Safety Systems								
University Engineer			Risk Management and Safety					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
N			N					
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: _____

Date

5/14/25

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

RE: 23-625 - Hargis Hall - Elevator Upgrades - HVAC Outage Request

From Dee Sneed <deesneed@auburn.edu>
Date Wed 5/14/2025 1:12 PM
To Matthew Skinner <skinnma@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Brandi Long <bml0004@auburn.edu>
Cc Bob Hix <hixjame@auburn.edu>; C Wagoner <cbw0021@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, May 14, 2025 12:39 PM
To: Eric Moore <jem0028@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>; Brandi Long <bml0004@auburn.edu>
Cc: Bob Hix <hixjame@auburn.edu>; C Wagoner <cbw0021@auburn.edu>
Subject: 23-625 - Hargis Hall - Elevator Upgrades - HVAC Outage Request

All,

Attached you will find the Outage Request Form for an HVAC outage for the week of June 2-6th for Hargis Hall. We are upgrading the elevator equipment which will require the basement mechanical space to be modified to make room for the new equipment. JCI's VFD Control Box will be relocated to another area of the basement and during this process the HVAC for the building will be out of service.

Thanks,

Matt

RE: 23-625 - Hargis Hall - Elevator Upgrades - HVAC Outage Request

From Eric Moore <jem0028@auburn.edu>

Date Thu 5/15/2025 10:01 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>; Brandi Long <bml0004@auburn.edu>

Cc Bob Hix <hixjame@auburn.edu>; C Wagoner <cbw0021@auburn.edu>

I approve

From: Matthew Skinner <skinnma@auburn.edu>

Sent: Wednesday, May 14, 2025 12:39 PM

To: Eric Moore <jem0028@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>; Brandi Long <bml0004@auburn.edu>

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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



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: Wednesday, May 14, 2025 at 7:29 AM

To: Brandi Long <bml0004@auburn.edu>

Subject: Re: 23-625 - Hargis Hall - Elevator - Kickoff Meeting - Sign In Sheet and Notes

Great, thank you! I will start putting together the outage request and will send out soon!

From: Brandi Long

Sent: Wednesday, May 14, 2025 7:09 AM

To: Matthew Skinner

Subject: Re: 23-625 - Hargis Hall - Elevator - Kickoff Meeting - Sign In Sheet and Notes

Good morning!!!

That works perfectly for us. I will be sure to make the announcement to our team, so they are aware.

Thanks so much and let me know if you need anything else.

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: Wednesday, May 14, 2025 at 6:54 AM

To: Brandi Long <bml0004@auburn.edu>

Subject: Re: 23-625 - Hargis Hall - Elevator - Kickoff Meeting - Sign In Sheet and Notes

Good Morning!

June 2-6 week will be just fine if that works better for your group!

Thanks,
Matt

From: Brandi Long

Sent: Tuesday, May 13, 2025 2:35 PM

To: Matthew Skinner

Subject: Re: 23-625 - Hargis Hall - Elevator - Kickoff Meeting - Sign In Sheet and Notes

Hi Matthew,

In regard to the HVAC outage, does it need to happen next week or is the first week of June a possibility?

Thanks 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: Tuesday, May 13, 2025 at 12:02 PM

To: Bryant Cloud <bryant@jalett.com>, 'Josh Kirkland' <jkirkland@jalett.com>, David Baker

<dab0061@auburn.edu>, timothy.murphy@lerchbates.com <timothy.murphy@lerchbates.com>, snorman@snarchitect.com <snorman@snarchitect.com>, reggie.martin@kone.com <reggie.martin@kone.com>, Brandi Long <bml0004@auburn.edu>
Subject: 23-625 - Hargis Hall - Elevator - Kickoff Meeting - Sign In Sheet and Notes

All,

See the attached Sign-In sheet from today's kickoff meeting for your reference. Below are some key notes from the meeting and feel free to share anything I might have missed.

- Kone (Elevator) - Scope of work will start on May 27th and will most likely last 5 weeks (completing toward end of June).
 - Materials Delivery Scheduled for May 28th around 7 AM.
 - Work Hours - 6AM-4:30PM Monday - Thursday except for the first week which will start on Tuesday. (Lett to provide access to building)
- Matt Skinner - Key Request for physical key to basement or Construction Core to 2nd Door.
- Bryant Cloud - Provide pricing on adding a card reader to exterior door of basement & update schedule incorporating the new hard dates.
- Outages - Elevator Outage (Duration of Project), Fire Alarm (TBD), and HVAC Outage (5 Days M-F TBD) in order to move the Controls Box to the new location
 - Brandi, unfortunately we need to do an HVAC Outage for the building to move the controls box to the new basement location. This work needs to happen sometime in the next month. I know Memorial Day is on May 26th but I am not sure the contractor will be working on that Monday and that would only leave them 4 days to finish. We plan to move in a couple of Portable A/C Units to help condition the building, but it will still be warm. Is there a better week that works for you guys for the HVAC Outage?
- Restrooms - In the pre-construction meeting Josh K. mentioned that you guys have access to the restrooms located within Langdon Hall Annex. Is this still accurate? If so I do prefer this location over using the building restrooms.

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

RE: 23-625 - Hargis Hall - Elevator Upgrades - HVAC Outage Request

From Scott McClure <mccluws@auburn.edu>

Date Thu 5/15/2025 10:02 AM

To C Wagoner <cbw0021@auburn.edu>; Matthew Skinner <skinnma@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Brandi Long <bml0004@auburn.edu>

Cc Bob Hix <hixjame@auburn.edu>

I approve

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Best Regards,
Scott McClure, PE, CEM
Maintenance Engineer, Maintenance
Auburn University Facilities Management
mccluws@auburn.edu
Cell: 404-966-5654

From: C Wagoner <cbw0021@auburn.edu>

Sent: Thursday, May 15, 2025 8:49 AM

To: Matthew Skinner <skinnma@auburn.edu>; Eric Moore <jem0028@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>; Brandi Long <bml0004@auburn.edu>

Cc: Bob Hix <hixjame@auburn.edu>

Subject: RE: 23-625 - Hargis Hall - Elevator Upgrades - HVAC Outage Request

Zone 4 approves

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

From: Matthew Skinner <skinnma@auburn.edu>

Sent: Wednesday, May 14, 2025 12:39 PM

To: Eric Moore <jem0028@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>; Brandi Long <bml0004@auburn.edu>

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