

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			

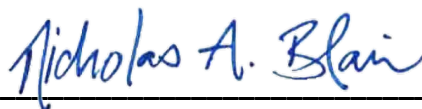
Client Approvals (Per Approval Matrix):

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
	Scott McClure							5/30/25
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			
	Bob Hix			5/30				
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: _____



Date 5/30/25

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: OUTAGE: 22-488 Haley Q3 Penthouse - Fire Alarm

From Shane Johnson <johnsha@auburn.edu>

Date Thu 2025-05-29 6:20 PM

To Nicholas Blair <nab0019@auburn.edu>

i approve

Sent from my iPhone

On May 29, 2025, at 4:38 PM, Nicholas Blair <nab0019@auburn.edu> wrote:

This outage for tomorrow and Saturday is urgent for our demolition schedule but is not an emergency. I received the information late from Bradley.

If I do not receive sign-offs in time, I will not allow hot work for the contractor until all signatures are received and I can finish processing the request.

Please see attached and respond as soon as you are available.

Thank you.

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

<22-488 Haley Q3 Penthouse FA Outage and Interruption Form 05.30.25.pdf>

RE: OUTAGE: 22-488 Haley Q3 Penthouse - Fire Alarm

From Scott McClure <mccluws@auburn.edu>

Date Fri 2025-05-30 8:48 AM

To Nicholas Blair <nab0019@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>

Cc Evan Hamner <reh0078@auburn.edu>; Richard Caldwell <rtc0004@auburn.edu>

I approve

--

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

From: Nicholas Blair <nab0019@auburn.edu>

Sent: Friday, May 30, 2025 8:47 AM

To: Shane Johnson <johnsha@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>

Cc: Evan Hamner <reh0078@auburn.edu>; Richard Caldwell <rtc0004@auburn.edu>

Subject: Re: OUTAGE: 22-488 Haley Q3 Penthouse - Fire Alarm

All

To be clear, the dates for today and tomorrow are correct on this FA outage form for Haley Unit 2B from late yesterday. I originally made a mistake on the dates for the fire watch, which I have fixed (attached). As soon as I receive approval from all parties and process this outage, I would like to allow Bradley to start work today if possible.

Thanks

Nick Blair

334.703.1043 | nickblair@auburn.edu

From: Nicholas Blair <nab0019@auburn.edu>

Sent: Thursday, May 29, 2025 4:38 PM

To: Shane Johnson <johnsha@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>

Subject: OUTAGE: 22-488 Haley Q3 Penthouse - Fire Alarm

RE: OUTAGE: 22-488 Haley Q3 Penthouse - Fire Alarm

From Bob Hix <hixjame@auburn.edu>

Date Fri 2025-05-30 11:01 AM

To Nicholas Blair <nab0019@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>

Approved

Bob Hix, P.E.

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

From: Nicholas Blair <nab0019@auburn.edu>

Sent: Thursday, May 29, 2025 4:38 PM

To: Shane Johnson <johnsha@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>

Subject: OUTAGE: 22-488 Haley Q3 Penthouse - Fire Alarm

This outage for tomorrow and Saturday is urgent for our demolition schedule but is not an emergency. I received the information late from Bradley.

If I do not receive sign-offs in time, I will not allow hot work for the contractor until all signatures are received and I can finish processing the request.

Please see attached and respond as soon as you are available.

Thank you.

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: 22-488 Haley Q3 Penthouse - Fire Alarm

From Elizabeth De Kruif <erd0023@auburn.edu>

Date Fri 2025-05-30 11:17 AM

To Bob Hix <hixjame@auburn.edu>; Nicholas Blair <nab0019@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>

I approve

Get [Outlook for iOS](#)

From: Bob Hix <hixjame@auburn.edu>

Sent: Friday, May 30, 2025 11:00:56 AM

To: Nicholas Blair <nab0019@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>

Subject: RE: OUTAGE: 22-488 Haley Q3 Penthouse - Fire Alarm

Approved

Bob Hix, P.E.

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

From: Nicholas Blair <nab0019@auburn.edu>

Sent: Thursday, May 29, 2025 4:38 PM

To: Shane Johnson <johnsha@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>

Subject: OUTAGE: 22-488 Haley Q3 Penthouse - Fire Alarm

This outage for tomorrow and Saturday is urgent for our demolition schedule but is not an emergency. I received the information late from Bradley.

If I do not receive sign-offs in time, I will not allow hot work for the contractor until all signatures are received and I can finish processing the request.

Please see attached and respond as soon as you are available.

Thank you.

Nicholas A. Blair, P.E.

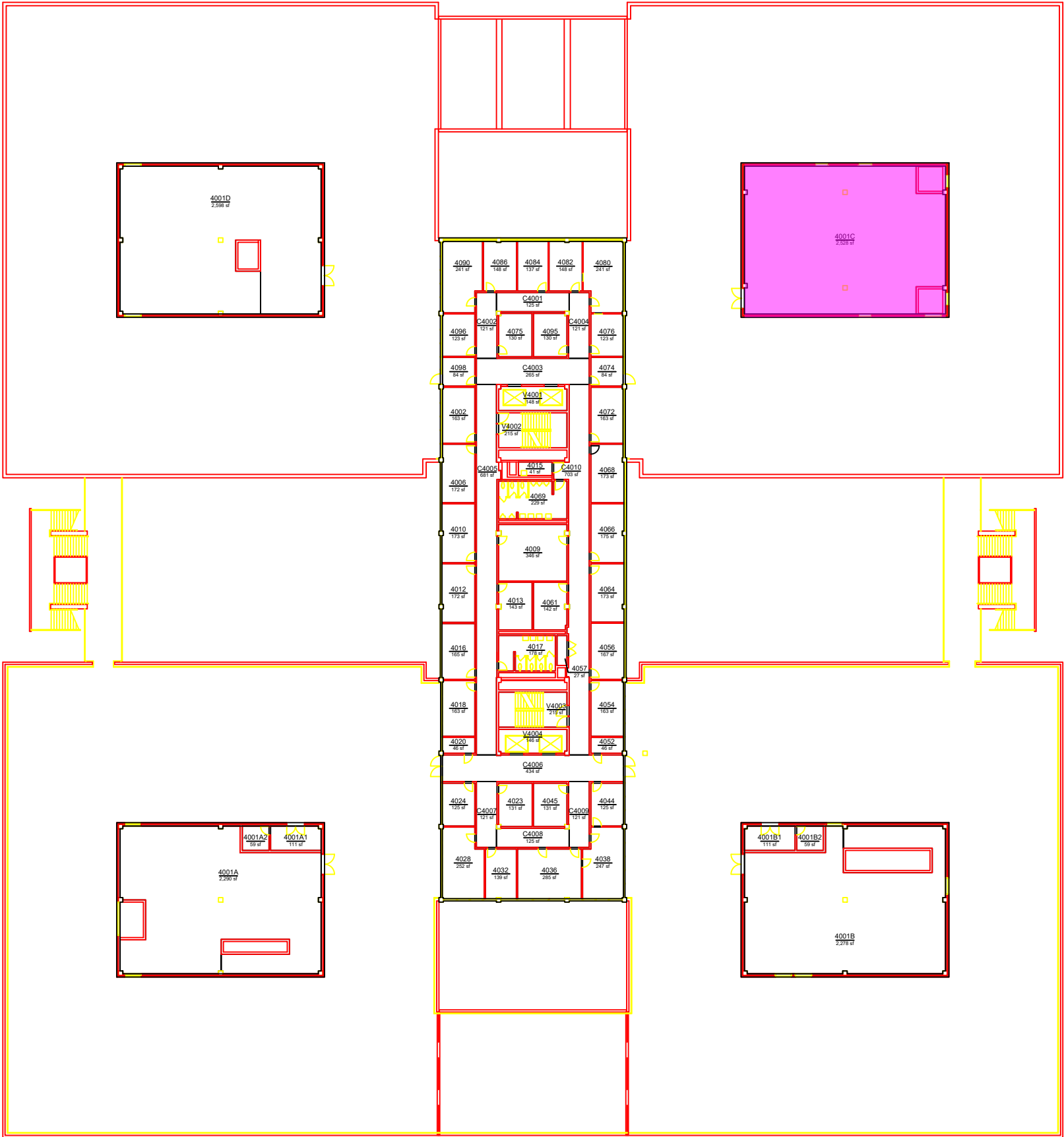
Construction Project Manager

22-488 Haley Q3 Penthouse Fire Watch

5-30-25 thru 5-31-25
7am to 5pm

Fire Watch:

1. The contractor shall be responsible for providing Fire Watch as required outlined below to include all costs inclusive with bid prices.
2. Fire Watch is required under the following circumstances and situations:
 - a. Any time hot work is being performed (see attached Hot Work Permit Application) in an existing building (Note: Hot Work Permits are administered by Auburn University Risk Management and Safety.)
 - b. Any time a fire alarm or portions of the fire alarm are taken out of service for more than four (4) hours in a twenty-four (24) hour period in an occupied building
 - c. Any time a fire suppression system (sprinklers or special hazard systems) are taken out of service for any period of time
3. The contractor shall be responsible for planning their work and coordinating with the university project lead so that adequate coordination with University vendors for fire alarm and sprinkler service contracts can be performed and adequate notification of building occupants can occur prior to the outage.
4. Fire Watch shall be performed in accordance with Alabama State Fire Marshal's Office (<http://www.firemarshal.alabama.gov/FireWatch.aspx>) and Auburn University's Risk Management's requirements for Fire Watch outlined below:
 - a. Frequency of Patrol:
 - i. Sleeping, Assembly, or Institutional Facility: Once every 15 minutes
 - ii. Other Facility Types: Once every 30 minutes
 - b. Fire Watch Personnel:
 - i. Shall have access to one approved means of communication (e.g. cell phone)
 - ii. Shall know the exact 911 address and geographical location of the building
 - iii. Shall know how to contact 911 and report a fire or other emergency
 - iv. Shall be familiar with the buildings and have an accepted plan for patrolling the property
 - v. Shall be trained in the use of fire extinguishers
 - vi. Shall have access to all facility fire extinguishers and know their locations
 - vii. Shall have knowledge of and be trained in the facilities evacuation plan
 - viii. Shall be able to communicate with non-English speaking residents well enough to give an evacuation order
 - ix. Shall not be permitted to perform any other duties while on duty
 - x. Shall not be impaired and shall remain awake and alert at all times while on duty
 - xi. Shall keep a log of fire watch to include address of the facility, time of each patrol, name of fire watch person, and notes of any related activities performed



INSTRUCTIONS

Fire Watch Area:

- 1. Patrols conducted once per 30 min while fire suppression is de-activated
- 2. Patrol fire watch area as shown.
- 3. In case of fire, notify the fire department immediately
- 4. After each patrol, complete the attached Fire Watch Log Sheet



FACILITIES MANAGEMENT
CONSTRUCTION MANAGEMENT
FIRE WATCH SIGN-OFF FOR OUTAGES

FIRE WATCH SIGN-OFF SHEET

Project Name: Haley Center - Quad 3 Mechanical Room, Replace Air Handling Unit 3A (Phase I)

Date: _____

AU Project #: 22-488

NAME	TIME WALKED	PHONE	COMMENTS

NAME	TIME WALKED	PHONE	COMMENTS

NAME	TIME WALKED	PHONE	COMMENTS

NAME	TIME WALKED	PHONE	COMMENTS