

## Planned Outage and Interruption Request

Work Owner \_\_\_\_\_ Organization \_\_\_\_\_ Phone \_\_\_\_\_

Onsite Contact \_\_\_\_\_ Phone \_\_\_\_\_

Project # \_\_\_\_\_ Customer Request \_\_\_\_\_ WO Number \_\_\_\_\_

### Select Interruption Type:

<b>Building System Outage or Space Closure</b> <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>				
<b>Utility Outage</b> <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>
<b>Outside Closures</b>		Roadway		Sidewalk		Bike Lane		Waste Receptacle
		Parking Spaces		ADA Facilities		Traffic Signal		Other <small>(Explain below)</small>
<b>Life Safety System Outage</b> <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 &amp; Safety and University Engineer)</small>				Note:		
<b>Life Safety Notifications</b>		Annual Fire Alarm Test and Inspection		Fire Suppression System Testing		Fire Alarm System Testing		Fire Alarm System Download
<b>Notifications</b>		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

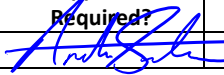
### Planning Reviews (Per Review Matrix):

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
								
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 \_\_\_\_\_

## John Bumpers

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**From:** C Wagoner  
**Sent:** Friday, May 23, 2025 1:15 PM  
**To:** John Bumpers; Elizabeth De Kruif; Bob Hix; Nolan Yon; Scott McClure  
**Cc:** Kenneth Sullins  
**Subject:** Re: 24-475 - Melton FA Outage for 1203/1206 Renovations - 05/29/25 - 07/15/25

Zone 4 approves

Get [Outlook for iOS](#)

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**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Friday, May 23, 2025 11:37:23 AM  
**To:** Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Scott McClure <mccluws@auburn.edu>  
**Cc:** Kenneth Sullins <sullike@auburn.edu>; C Wagoner <cbw0021@auburn.edu>  
**Subject:** 24-475 - Melton FA Outage for 1203/1206 Renovations - 05/29/25 - 07/15/25

Good morning, everyone,

The attached outage request is for fire alarm devices in the Melton Student Center, rooms 1203 & 1206. These spaces will be under construction for the next month or two, so we would like to take the smoke/heat/CO detectors offline for that – strobes, speakers, and sprinkler will remain active for now. We will plan to have this outage run from 05/29 at 8:00am through 07/15 at 5:00pm.

Note that we do not plan on removing these devices as of now, we are taking them offline to prevent potential alarms from dust generation.

If this outage is approved, please reply to this email with your approval, and feel free to reach out at my cell below if you have any questions or concerns about it!

Thank you,

**John Bumpers**

*Project Manager – Construction Management*

**Auburn University Facilities Management**

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.1465 | [JKB0007@auburn.edu](mailto:JKB0007@auburn.edu)

## John Bumpers

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**From:** Scott McClure  
**Sent:** Friday, May 23, 2025 4:58 PM  
**To:** Bob Hix  
**Cc:** John Bumpers; Elizabeth De Kruif; Nolan Yon; Kenneth Sullins; C Wagoner  
**Subject:** Re: 24-475 - Melton FA Outage for 1203/1206 Renovations - 05/29/25 - 07/15/25

I approve

--

Best Regards,  
Scott McClure, PE, CEM  
Maintenance Engineer, Maintenance  
Auburn University Facilities Management

Cell: [404-966-5654](tel:404-966-5654)

On May 23, 2025, at 3:36 PM, Bob Hix <[hixjame@auburn.edu](mailto:hixjame@auburn.edu)> wrote:

Approved

I would recommend removing the heads so that they don't get dirty and require replacing.

**Bob Hix, P.E.**

C: 334-740-8247 | [bobhix@auburn.edu](mailto:bobhix@auburn.edu)

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**From:** John Bumpers <[jkb0007@auburn.edu](mailto:jkb0007@auburn.edu)>  
**Sent:** Friday, May 23, 2025 11:37 AM  
**To:** Elizabeth De Kruif <[erd0023@auburn.edu](mailto:erd0023@auburn.edu)>; Bob Hix <[hixjame@auburn.edu](mailto:hixjame@auburn.edu)>; Nolan Yon <[yonbenj@auburn.edu](mailto:yonbenj@auburn.edu)>; Scott McClure <[mccluws@auburn.edu](mailto:mccluws@auburn.edu)>  
**Cc:** Kenneth Sullins <[sullike@auburn.edu](mailto:sullike@auburn.edu)>; C Wagoner <[cbw0021@auburn.edu](mailto:cbw0021@auburn.edu)>  
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**Sent:** Friday, May 23, 2025 3:37 PM  
**To:** John Bumpers; Elizabeth De Kruif; Nolan Yon; Scott McClure  
**Cc:** Kenneth Sullins; C Wagoner  
**Subject:** RE: 24-475 - Melton FA Outage for 1203/1206 Renovations - 05/29/25 - 07/15/25

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### **Bob Hix, P.E.**

C: 334-740-8247 | [bobhix@auburn.edu](mailto:bobhix@auburn.edu)

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**Sent:** Friday, May 23, 2025 11:37 AM  
**To:** Elizabeth De Kruif <erd0023@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Scott McClure <mccluws@auburn.edu>  
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Thank you,

### **John Bumpers**

*Project Manager – Construction Management*

**Auburn University Facilities Management**

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.1465 | [JKBoo07@auburn.edu](mailto:JKBoo07@auburn.edu)

## John Bumpers

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**From:** Elizabeth De Kruif  
**Sent:** Friday, May 30, 2025 3:05 PM  
**To:** Scott McClure; Bob Hix  
**Cc:** John Bumpers; Nolan Yon; Kenneth Sullins; C Wagoner  
**Subject:** Re: 24-475 - Melton FA Outage for 1203/1206 Renovations - 05/29/25 - 07/15/25

I approve.



**Elizabeth De Kruif, CIH**  
University Industrial Hygienist

erd0023@auburn.edu  
334-734-0469  
1161 W. Samford Ave., Bldg. 9, Auburn, AL 36849

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**From:** Scott McClure <mccluws@auburn.edu>  
**Date:** Friday, May 23, 2025 at 4:57 PM  
**To:** Bob Hix <hixjame@auburn.edu>  
**Cc:** John Bumpers <jkb0007@auburn.edu>, Elizabeth De Kruif <erd0023@auburn.edu>, Nolan Yon <yonbenj@auburn.edu>, Kenneth Sullins <sullike@auburn.edu>, C Wagoner <cbw0021@auburn.edu>  
**Subject:** Re: 24-475 - Melton FA Outage for 1203/1206 Renovations - 05/29/25 - 07/15/25

I approve

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Best Regards,  
Scott McClure, PE, CEM  
Maintenance Engineer, Maintenance  
Auburn University Facilities Management

Cell: [404-966-5654](tel:404-966-5654)

On May 23, 2025, at 3:36 PM, Bob Hix <hixjame@auburn.edu> wrote:

Approved