Planned Outage and Interruption Request

Work Owner Justin Gilliam **Organization** AUFM **Phone** 334-734-3273

Onsite Contact Derek Denny **Phone** 334-614-3992

Project # 24-141 **Customer Request** _____ **WO Number** _____

Select Interruption Type:

Building System Outage or Space Closure (Only if part of a building is out, Check all that apply)	☐	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 (Life Safety Approval required)	☐	Other (Explain below)			
Utility Outage (If entire building is out)	☐	Electric Power	☐	Natural Gas	☐	Sewer from Building	✔ Domestic Water
	☐	Hot Water (Central Plant)	☐	Chilled Water (Central Plant)	☐	Steam (Central Plant)	☐ Other (Explain Below)
Outside Closures	☐	Roadway	☐	Sidewalk	☐	Bike Lane	☐ Waste Receptacle
	☐	Parking Spaces	☐	ADA Facilities	☐	Traffic Signal	☐ Other (Explain below)
Life Safety System Outage (Required any time system or components are taken out of service)	☐	Fire Alarm	☐	Fire Suppression System and/or Fire Pump	☐	Special Hazards Range Hood	☐ Fire Hydrant
	☐	Fire watch required? ☐ Yes or ☐ No (Determined by Risk Management & Safety and University Engineer)			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 (Explain below)

Description of Work Activity

Cutting in new isolation valves for the new VB locker room project.

Building(s) or Location(s) Affected

Athletics Complex

Specific Space Affected (Room Numbers)

Entire Building

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

The entire building will be without water, so toilets, showers, and water fountains/bottle fillers will not work for the duration of the outage.

Schedule:
Start Date: 6/4/25 **Start Time:** 3:30 pm **End Date:** 6/4/25 **End Time:** 9:30 pm

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Planning Reviews (Per Review Matrix):

Organization	Review Required?	Reviewer	Review Date
Maintenance Zone Manager or Supervisor	Yes	Fred Buchanan	6/3/25
Utility Supervisor	Yes		
Others as Needed	No		

Client Approvals (Per Approval Matrix):

Organizations Affected by Work, Interruption, or Outage			
Client	**Building(s)**	**Key Contact**	**Approval Date**
Athletics	Athletics Complex	Anna Thompson	6/4/25

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**
Yes	Josh Conradson	6/3/25	No			Yes		6/4/25
Campus Services/Landscape								
Approval Required?	**Approved By:**	**Date**						
No								
For Life Safety Systems								
University Engineer			**Risk Management and Safety**					
Approval Required?	**Approved By:**	**Date**	**Approval Required?**	**Approved By:**	**Date**			
No			No					

Work Management				
Received By:	**Date Received**	**Time Received**	**Date Notice Issued**	**Time Issued**

Work Owner Signature: Justin Gilliam **Date** 6/3/25

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 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

Outlook

Re: 24-141 Athletics Complex Water Outage

From Fred Buchanan <buchaf1@auburn.edu>
Date Tue 2025-06-03 2:29 PM
To Justin Gilliam <jmg0047@auburn.edu>
Cc Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Anna Thompson <gueriak@auburn.edu>

2 attachments (470 KB)
6.4.2025 - Water Outage for Valve Install.pdf; Outlook-cb3gi2ex.png;

I approve.

Fred
Sent from my iPhone

> On Jun 3, 2025, at 12:10 PM, Justin Gilliam <jmg0047@auburn.edu> wrote:
>
> All,
>
> Please see the attached file for a water outage request at the Athletics Complex. Please review and let me know if you have any questions.
>
> Thanks,
>
> **Justin Gilliam**
> *Construction Project Manager*
> **Auburn University Facilities Management**
> 1161 W Samford Ave, Auburn University, AL 36849
> C: 334.734.3273 | jmg0047@auburn.edu

Outlook

RE: 24-141 Athletics Complex Water Outage

From Josh Conradson <conrajr@auburn.edu>
Date Tue 2025-06-03 2:43 PM
To Justin Gilliam <jmg0047@auburn.edu>
Cc Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>

Justin,

I approve.

Thank you,

Joshua R. Conradson, M.Ed, PMP, CEFP
Director of Maintenance
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-740-8218 | conrajr@auburn.edu

From: Fred Buchanan <buchaf1@auburn.edu>
Sent: Tuesday, June 3, 2025 2:29 PM
To: Justin Gilliam <jmg0047@auburn.edu>
Cc: Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Anna Thompson <gueriak@auburn.edu>
Subject: Re: 24-141 Athletics Complex Water Outage

I approve.

Fred
Sent from my iPhone

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> All,
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>
> Thanks,
>
> **Justin Gilliam**
> *Construction Project Manager*

Outlook

Re: 24-141 Athletics Complex Water Outage

From Anna Thompson <gueriak@auburn.edu>
Date Wed 2025-06-04 7:23 AM
To Travis Tally <tallytp@auburn.edu>
Cc Justin Gilliam <jmg0047@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>

Approved
Anna Thompson
C: 970.776.0055
E: anna.thompson@auburn.edu

> On Jun 4, 2025, at 6:32 AM, Travis Tally <tallytp@auburn.edu> wrote:
>
> Approved.
>
> **From:** Justin Gilliam <jmg0047@auburn.edu>
> **Sent:** Tuesday, June 3, 2025 12:10 PM
> **To:** Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Anna Thompson <gueriak@auburn.edu>
> **Subject:** 24-141 Athletics Complex Water Outage
>
> All,
>
> Please see the attached file for a water outage request at the Athletics Complex. Please review and let me know if you have any questions.
>
> Thanks,
>
> **Justin Gilliam**
> *Construction Project Manager*
> **Auburn University Facilities Management**
> 1161 W Samford Ave, Auburn University, AL 36849
> C: 334.734.3273 | jmg0047@auburn.edu
> <image001.png>