

Planned Outage and Interruption Request

Work Owner Eric Moore Organization Maintenance Phone 3348708447
 Onsite Contact Frank Faulk Phone 205-381-8360
 Project # 25-015 Customer Request NA WO Number NA

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 checked="" type="checkbox"/>	Elevator	<input type="checkbox"/>	Laboratory Utility	<input type="checkbox"/>	Sanitary Sewer
	<input type="checkbox"/>	Electric Power	<input 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>	<input type="checkbox"/>		<input type="checkbox"/>	
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

Upgrade of drives on passenger elevators.

Building(s) or Location(s) Affected

Dixon Hotel and Conference Center

Specific Space Affected (Room Numbers)

Elevator

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

One passenger elevator will be shutdown at a time while the drive is being replaced. One elevator will be operational at all times.

Schedule: Start Date: 7/28/25 Start Time: 7:00 am End Date: 7/31/25 End Time: 5:00 pm

Planned Outage and Interruption Request

Planning Reviews (Per Review Matrix):

Organization	Review Required?	Reviewer	Review Date
Maintenance Zone Manager or Supervisor	Y	Fred B	6/6/25
Utility Supervisor	N		
Others as Needed			

Client Approvals (Per Approval Matrix):

Organizations Affected by Work, Interruption, or Outage			
Client	Building(s)	Key Contact	Approval Date
Hotel	Hotel	Paul Reggio	6/6/25

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			Y			Y		
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
Y								
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 _____

Evan Simon 6/6/25

Eric Moore

From: Paul Reggio <Paul.Reggio@auhcc.com>
Sent: Thursday, June 5, 2025 8:10 AM
To: Eric Moore; Earl Williams
Subject: RE: Hotel Elevator Outage

Good morning Eric,



Thank you for your proactive thinking!!! Yes, the week of July 27th would be perfect. Let me know when you confirm so we can get it on our calendar.

Best regards,

PAUL REGGIO
HOTEL MANAGER

The Hotel at Auburn University & Dixon Conference Center
241 S. College Street / Auburn, AL 36830
Direct: 334-321-3130
Paul.reggio@auhcc.com | www.auhcc.com



From: Eric Moore <jem0028@auburn.edu>
Sent: Thursday, June 5, 2025 7:42 AM
To: Paul Reggio <Paul.Reggio@auhcc.com>; Earl Williams <Earl.Williams@auhcc.com>
Subject: Hotel Elevator Outage

Paul,

I have been working with KONE to purchase some needed upgraded equipment for the two passenger elevators at the Hotel. The current drives for the motors for the elevators are obsolete and no longer available for service and parts. While they are still currently operational, we have seen some issues with them over the last few months. I have purchased new drives to replace the existing. There is no cost to the Hotel as elevator equipment is the responsibility of Facilities to maintain.

I need to schedule a time to complete the installation of the new drives. The installation will require each elevator to be shutdown for two days and we would like to schedule the installation to happen in sequence. The hope is we can shut down one elevator while the other stays operational and when we complete the first, we move over the other elevator. Only one elevator will be down at a time.