

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 |
| | | | | | | | | |
| 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 _____



LEERT

EXAMINED BY: DO NOT WRITE

A1:1-8

From: [Jonathan Haney](#)
To: [George Reese](#)
Subject: RE: 24-291 Fire alarm device deletion
Date: Friday, June 6, 2025 8:15:39 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

I approve.



Jon Haney '08

Specialist III, Safety & Health
Risk Management & Safety
1161 W Samford Ave, RMS Bldg 9
O: 334.844.4870 | M: 334.750.9981
haneyjd@auburn.edu
cws.auburn.edu/rms



From: George Reese <reesegp@auburn.edu>
Sent: Thursday, June 5, 2025 2:52 PM
To: Chris O'Gwynn <ogwynca@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Jonathan Haney <haneyjd@auburn.edu>
Subject: 24-291 Fire alarm device deletion

All,

Please see attached outage request for the removal of the strobe in the new office space. Please let me know via e-mail if you approve or have any questions
Thanks

George "Buster" Reese, P.E.

Civil Engineer VI, Planning, Design, & Construction
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-703-7212 | reesegp@auburn.edu

From: [Bob Hix](#)
To: [George Reese](#)
Subject: Re: 24-291 Fire alarm device deletion
Date: Friday, June 6, 2025 8:22:46 AM

Approved

Bob Hix, P.E.

University Engineer, Client Relations

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

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

On Jun 6, 2025, at 8:06 AM, George Reese <reesegp@auburn.edu> wrote:

Sorry for the short notice, trying to keep things moving forward while I am out next week. Please let me know via e-mail if you approve or have any questions.

Thanks

George "Buster" Reese, P.E.

Civil Engineer VI, Planning, Design, & Construction

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334-703-7212 | reesegp@auburn.edu

From: George Reese

Sent: Thursday, June 5, 2025 2:52 PM

To: Chris O'Gwynn <ogwynca@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Jonathan Haney <haneyjd@auburn.edu>

Subject: 24-291 Fire alarm device deletion

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Thanks

George "Buster" Reese, P.E.

Civil Engineer VI, Planning, Design, & Construction

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

From: [Scott McClure](#)
To: [George Reese](#)
Subject: RE: 24-291 Fire alarm device deletion
Date: Friday, June 6, 2025 8:21:56 AM

I approve

--

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

From: George Reese <reesegp@auburn.edu>
Sent: Friday, June 6, 2025 8:09 AM
To: Scott McClure <mccluws@auburn.edu>
Subject: RE: 24-291 Fire alarm device deletion

I Revised the time. Let me know if you approve. Thanks

George "Buster" Reese, P.E.
Civil Engineer VI, Planning, Design, & Construction
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-703-7212 | reesegp@auburn.edu

From: George Reese
Sent: Friday, June 6, 2025 8:07 AM
To: Scott McClure <mccluws@auburn.edu>
Subject: RE: 24-291 Fire alarm device deletion

Should be less than 4 hours

George "Buster" Reese, P.E.
Civil Engineer VI, Planning, Design, & Construction
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-703-7212 | reesegp@auburn.edu

From: Scott McClure <mccluws@auburn.edu>
Sent: Thursday, June 5, 2025 4:39 PM
To: George Reese <reesegp@auburn.edu>
Subject: RE: 24-291 Fire alarm device deletion

From: [Chris O'Gwynn](#)
To: [George Reese](#); [Nolan Yon](#); [Scott McClure](#); [Jonathan Haney](#)
Subject: RE: 24-291 Fire alarm device deletion
Date: Thursday, June 5, 2025 11:00:53 PM

I believe we have additional horn/strobes on that side of the building that would still allow it to be up to code we have no issue with it.

CHRIS O'GWYNN
EXECUTIVE DIRECTOR, RISK MANAGEMENT & SAFETY
AUBURN UNIVERSITY
Cell: 334.703.8319

From: George Reese <reesegp@auburn.edu>
Sent: Thursday, June 5, 2025 2:52 PM
To: Chris O'Gwynn <ogwynca@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Jonathan Haney <haneyjd@auburn.edu>
Subject: 24-291 Fire alarm device deletion

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George "Buster" Reese, P.E.
Civil Engineer VI, Planning, Design, & Construction
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-703-7212 | reesegp@auburn.edu

From: [Andrew Spurlin](#)
To: [George Reese](#)
Subject: RE: 24-291 fire alarm outage for monday
Date: Friday, June 6, 2025 10:39:27 AM
Attachments: [24-291 fire alarm outage.pdf](#)

Don't forget to sign at the bottom of page two!

Approval attached for transmittal to work management.

From: George Reese <reesegp@auburn.edu>
Sent: Friday, June 6, 2025 8:28 AM
To: Andrew Spurlin <jas0250@auburn.edu>
Subject: 24-291 fire alarm outage for monday

Sorry for the short notice, trying to get this out of the way before I go on vacation. I have coordinated with clients, contractor and JCI.

Thanks

George "Buster" Reese, P.E.
Civil Engineer VI, Planning, Design, & Construction
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-703-7212 | reesegp@auburn.edu