

Planned Outage and Interruption Request

Work Owner Bart Jones Organization zone 4 Phone 334-734-0625
 Onsite Contact Tim Bunn Phone 334-750-0749
 Project # _____ Customer Request _____ WO Number 25-778597

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 type="checkbox"/>	Elevator	<input type="checkbox"/>	Laboratory Utility	<input type="checkbox"/>	Sanitary Sewer
	<input type="checkbox"/>	Electric Power	<input checked="" 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 (Life Safety Approval required)	<input type="checkbox"/>	Other (Explain below)				
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 (Central Plant)	<input type="checkbox"/>	Chilled Water (Central Plant)	<input checked="" type="checkbox"/>	Steam (Central Plant)	<input type="checkbox"/>	Other (Explain Below)
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 (Explain below)
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 (Determined by Risk Management & Safety and University Engineer)				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 (Explain below)

Description of Work Activity

We have a leak in 1072 on a condensate line and will need to shut the steam to BEMC off to repair

Building(s) or Location(s) Affected

BEMC

Specific Space Affected (Room Numbers)

the whole building

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

The building will have no reheat available for the duration of the outage

Schedule: Start Date: 6/11/25 Start Time: 7:30 am End Date: 6/11/25 End Time: 4:00 pm

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

Facilities Workorder

From: Bruce Arnold
Sent: Thursday, June 5, 2025 12:50 PM
To: Bart Jones; Josh Conradson; Kenneth Sullins; Robb Taylor; Anthony Hall; Jennifer Spencer; Dee Sneed; Grant Kirby
Cc: C Wagoner; Dustin Townsend
Subject: RE: Steam Outage for BEMC

I approve

Bruce
Gary B. "Bruce" Arnold, CEFP
AU '83
Assistant Director, Maintenance
Facilities Management
Auburn University
Cell: 334-734-3225
Email: gba0004@auburn.edu
1161 West Samford Avenue
Auburn, AL 36849

OUR CORE VALUES.



From: Bart Jones <jonesba@auburn.edu>
Sent: Thursday, June 5, 2025 11:20 AM
To: Josh Conradson <conrajr@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Robb Taylor <rjt0012@auburn.edu>; Anthony Hall <hallant@auburn.edu>; Jennifer Spencer <jennifer.spencer@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Grant Kirby <gpk0001@auburn.edu>
Cc: C Wagoner <cbw0021@auburn.edu>; Dustin Townsend <djt0033@auburn.edu>
Subject: Steam Outage for BEMC

All;
I am submitting a outage to shut steam off to BEMC to repair a leak on the condensate line in 1072.
Please look over this outage form and reply all with your approval. If there are any questions please feel free to contact me with Them.
Best regards

Bart Jones
Assistant Supervisor
Facilities Zone Maintenance
334-734-0625
jonesba@auburn.edu

Facilities Workorder

From: Jennifer Spencer
Sent: Thursday, June 5, 2025 12:32 PM
To: Bart Jones
Cc: Josh Conradson; Bruce Arnold; Kenneth Sullins; Robb Taylor; Anthony Hall; Dee Sneed; Grant Kirby; C Wagoner; Dustin Townsend
Subject: Re: Steam Outage for BEMC

Thank you. I approve.



Jennifer Spencer, Ph.D.

Assistant Director
Southeastern Center of Robotics Education
650 Biggio Drive, Beard Eaves Memorial Coliseum #1120
O: 334.844.8125 | M: 334.444.3636

jss0007@auburn.edu

scoreau.org



From: Bart Jones <jonesba@auburn.edu>
Date: Thursday, June 5, 2025 at 12:17 PM
To: Jennifer Spencer <jennifer.spencer@auburn.edu>
Cc: Josh Conradson <conrajr@auburn.edu>, Bruce Arnold <gba0004@auburn.edu>, Kenneth Sullins <sullike@auburn.edu>, Robb Taylor <rjt0012@auburn.edu>, Anthony Hall <hallant@auburn.edu>, Dee Sneed <deesneed@auburn.edu>, Grant Kirby <gpk0001@auburn.edu>, C Wagoner <cbw0021@auburn.edu>, Dustin Townsend <djt0033@auburn.edu>
Subject: Re: Steam Outage for BEMC

Jennifer

Yes that is correct my mistake it is for 6/11/25 I will correct that

Bart

Sent from my iPhone

On Jun 5, 2025, at 11:53 AM, Jennifer Spencer <jennifer.spencer@auburn.edu> wrote:

The outage form says 5/11/2025 for the service date, is it supposed to be June 11, 2025? If so, we are good for that date. We have a training on June 9-10 in our office, but June 11 works.

Thank you,

Jennifer

Facilities Workorder

From: Dee Sneed
Sent: Thursday, June 5, 2025 12:41 PM
To: Bart Jones; Josh Conradson; Bruce Arnold; Kenneth Sullins; Robb Taylor; Anthony Hall; Jennifer Spencer; Grant Kirby
Cc: C Wagoner; Dustin Townsend
Subject: RE: Steam Outage for BEMC

Campus Services approves.

Kind Regards,

Dee



Dee Sneed, MBA, CFP
Director, Campus Services
Facilities Management
334-844-9120 office
334-734-1826 cell

From: Bart Jones <jonesba@auburn.edu>
Sent: Thursday, June 5, 2025 11:20 AM
To: Josh Conradson <conrajr@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Robb Taylor <rjt0012@auburn.edu>; Anthony Hall <hallant@auburn.edu>; Jennifer Spencer <jennifer.spencer@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Grant Kirby <gpk0001@auburn.edu>
Cc: C Wagoner <cbw0021@auburn.edu>; Dustin Townsend <djt0033@auburn.edu>
Subject: Steam Outage for BEMC

All;
I am submitting a outage to shut steam off to BEMC to repair a leak on the condensate line in 1072.
Please look over this outage form and reply all with your approval. If there are any questions please feel free to contact me with Them.
Best regards

Bart Jones
Assistant Supervisor
Facilities Zone Maintenance
334-734-0625
jonesba@auburn.edu

Facilities Workorder

From: Grant Kirby
Sent: Thursday, June 5, 2025 12:41 PM
To: Kenneth Sullins; Bart Jones
Cc: Jennifer Spencer; Josh Conradson; Bruce Arnold; Robb Taylor; Anthony Hall; Dee Sneed; C Wagoner; Dustin Townsend
Subject: RE: Steam Outage for BEMC

I approve. Thanks Bart!

Grant Kirby, CEM

Supervisor, Plant Operations Utilities and Energy

gpk0001@auburn.edu

C: 334-734-0813 O: 334-844-8520



AUBURN UNIVERSITY
FACILITIES MANAGEMENT

From: Kenneth Sullins <sullike@auburn.edu>
Sent: Thursday, June 5, 2025 12:40 PM
To: Bart Jones <jonesba@auburn.edu>
Cc: Jennifer Spencer <jennifer.spencer@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Robb Taylor <rjt0012@auburn.edu>; Anthony Hall <hallant@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Grant Kirby <gpk0001@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dustin Townsend <djt0033@auburn.edu>
Subject: Re: Steam Outage for BEMC

I prove outage
Sent from my iPhone

On Jun 5, 2025, at 12:17 PM, Bart Jones <jonesba@auburn.edu> wrote:

Jennifer
Yes that is correct my mistake it is for 6/11/25 I will correct that
Bart
Sent from my iPhone

On Jun 5, 2025, at 11:53 AM, Jennifer Spencer <jennifer.spencer@auburn.edu> wrote:

The outage form says 5/11/2025 for the service date, is it supposed to be June 11, 2025? If so, we are good for that date. We have a training on June 9-10 in our office, but June 11 works.

Thank you,

Facilities Workorder

From: Anthony Hall
Sent: Thursday, June 5, 2025 4:34 PM
To: Bart Jones
Subject: Re: Steam Outage for BEMC

I approve

War Eagle,
Tony
Manager, Lab Teaching
Department of Geosciences
(334) 844-4880

From: Bart Jones <jonesba@auburn.edu>
Sent: Thursday, June 5, 2025 10:19:54 AM
To: Josh Conradson <conrajr@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Robb Taylor <rjt0012@auburn.edu>; Anthony Hall <hallant@auburn.edu>; Jennifer Spencer <jennifer.spencer@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Grant Kirby <gpk0001@auburn.edu>
Cc: C Wagoner <cbw0021@auburn.edu>; Dustin Townsend <djt0033@auburn.edu>
Subject: Steam Outage for BEMC

All;
I am submitting a outage to shut steam off to BEMC to repair a leak on the condensate line in 1072.
Please look over this outage form and reply all with your approval. If there are any questions please feel free to contact me with Them.
Best regards

Bart Jones
Assistant Supervisor
Facilities Zone Maintenance
334-734-0625
jonesba@auburn.edu