

## 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><br><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/<br>Occupant Flow                                                                            |  | Telephone/IT                                    |  | Fumehood                                |  | Cooler/Freezer                          |
|                                                                                                                            |  | Emergency Power<br><small>(Life Safety Approval required)</small>                                                     |  | Other<br><small>(Explain below)</small>         |  |                                         |  |                                         |
| <b>Utility Outage</b><br><small>(If entire building is out)</small>                                                        |  | Electric Power                                                                                                        |  | Natural Gas                                     |  | Sewer from Building                     |  | Domestic Water                          |
|                                                                                                                            |  | Hot Water<br><small>(Central Plant)</small>                                                                           |  | Chilled Water<br><small>(Central Plant)</small> |  | Steam<br><small>(Central Plant)</small> |  | Other<br><small>(Explain Below)</small> |
| <b>Outside Closures</b>                                                                                                    |  | Roadway                                                                                                               |  | Sidewalk                                        |  | Bike Lane                               |  | Waste Receptacle                        |
|                                                                                                                            |  | Parking Spaces                                                                                                        |  | ADA Facilities                                  |  | Traffic Signal                          |  | Other<br><small>(Explain below)</small> |
| <b>Life Safety System Outage</b><br><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<br><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<br><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

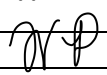
### Planning Reviews (Per Review Matrix):

| Organization                           | Review Required? | Reviewer | Review Date |
|----------------------------------------|------------------|----------|-------------|
| Maintenance Zone Manager or Supervisor |                  |          |             |
| Utility Supervisor                     |                  |          |             |
| Others as Needed                       |                  |          |             |

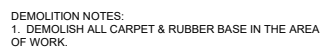
### Client Approvals (Per Approval Matrix):

| 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 |
|                           | Eric Moore   |               |                            |                    |                    |                       |  |      |
| Campus Services/Landscape |              |               |                            |                    |                    |                       |                                                                                       |      |
| Approval Required?        | Approved By: | Date          |                            |                    |                    |                       |                                                                                       |      |
|                           | Dee Sneed    |               |                            |                    |                    |                       |                                                                                       |      |
| For Life Safety Systems   |              |               |                            |                    |                    |                       |                                                                                       |      |
| University Engineer       |              |               | Risk Management and Safety |                    |                    |                       |                                                                                       |      |
| Approval Required?        | Approved By: | Date          | Approval Required?         | Approved By:       | Date               |                       |                                                                                       |      |
|                           | Bob Hix      |               |                            | Elizabeth De Kruif |                    |                       |                                                                                       |      |
| Work Management           |              |               |                            |                    |                    |                       |                                                                                       |      |
| Received By:              |              | Date Received | Time Received              |                    | Date Notice Issued |                       | Time Issued                                                                           |      |
|                           |              |               |                            |                    |                    |                       |                                                                                       |      |

Work Owner Signature: Tyler Hand Date



→ Sight line into each space

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**FIRE WATCH SIGN-OFF SHEET**

Project Name. Samford Hall 2nd Floor

Date: June 16 - June 18

Renovation AU Project #. 23-332

| NAME | TIME WALKED | PHONE | COMMENTS |
|------|-------------|-------|----------|
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| NAME | TIME WALKED | PHONE | COMMENTS |
|------|-------------|-------|----------|
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**From:** [Dee Sneed](#)  
**To:** [Tyler Hand](#); [Nolan Torbert](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [C Wagoner](#); [Bruce Arnold](#); [Eric Moore](#); [Josh Conradson](#); [Kristy Cannon](#)  
**Cc:** [Terry Whitfield](#); [Nick Woychak](#); [Brandon Tidwell](#)  
**Subject:** RE: 23-332 - Samford Hall Provost Suite Renovation - Sprinkler Outage  
**Date:** Tuesday, June 10, 2025 8:51:09 AM  
**Attachments:** [image001.png](#)

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Campus Services approves.

Kind Regards,

*Dee*



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

---

**From:** Tyler Hand <tyler.hand@auburn.edu>  
**Sent:** Tuesday, June 10, 2025 8:49 AM  
**To:** Nolan Torbert <ntt0002@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>  
**Cc:** Terry Whitfield <terry.brendlesprinkler@gmail.com>; Nick Woychak <nick@jalett.com>; Brandon Tidwell <brandon@jalett.com>  
**Subject:** 23-332 - Samford Hall Provost Suite Renovation - Sprinkler Outage

All,

See the attached Sprinkler Outage to tie in new sprinkler piping.

System will be up at end of each day.

Will impact 2<sup>nd</sup> Floor South End only. Should only take one day but I've reserved 3 to cover.

Let me know if you approve or disapprove of this outage.

Thanks,

**Tyler Hand**

*Project Manager, Construction Management*

**Auburn University Facilities Management**

1161 W Samford Ave, Building One

Auburn University, AL 36849

C: 334-703-2517 | [tyler.hand@auburn.edu](mailto:tyler.hand@auburn.edu)

**From:** [Nolan Torbert](#)  
**To:** [Tyler Hand](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [C Wagoner](#); [Bruce Arnold](#); [Eric Moore](#); [Josh Conradson](#); [Dee Sneed](#); [Kristy Cannon](#)  
**Cc:** [Terry Whitfield](#); [Nick Woychak](#); [Brandon Tidwell](#)  
**Subject:** RE: 23-332 - Samford Hall Provost Suite Renovation - Sprinkler Outage  
**Date:** Tuesday, June 10, 2025 8:52:38 AM  
**Attachments:** [image001.png](#)

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I approve.

**Nolan Torbert**

*Building Manager/Coordinator III*

*Facilities Management/Campus Services*

---

Auburn University  
Auburn, AL 36849  
334-750-4352 (Office)  
ntt0002@auburn.edu

---

**From:** Tyler Hand <tyler.hand@auburn.edu>  
**Sent:** Tuesday, June 10, 2025 8:49 AM  
**To:** Nolan Torbert <ntt0002@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>  
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**From:** [Bob Hix](#)  
**To:** [Tyler Hand](#); [Nolan Torbert](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [C Wagoner](#); [Bruce Arnold](#); [Eric Moore](#); [Josh Conradson](#); [Dee Sneed](#); [Kristy Cannon](#)  
**Cc:** [Terry Whitfield](#); [Nick Woychak](#); [Brandon Tidwell](#)  
**Subject:** RE: 23-332 - Samford Hall Provost Suite Renovation - Sprinkler Outage  
**Date:** Tuesday, June 10, 2025 9:06:00 AM

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Approved

**Bob Hix, P.E.**

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

---

**From:** Tyler Hand <[tyler.hand@auburn.edu](mailto:tyler.hand@auburn.edu)>

**Sent:** Tuesday, June 10, 2025 8:49 AM

**To:** Nolan Torbert <[ntt0002@auburn.edu](mailto:ntt0002@auburn.edu)>; Bob Hix <[hixjame@auburn.edu](mailto:hixjame@auburn.edu)>; Nolan Yon <[yonbenj@auburn.edu](mailto:yonbenj@auburn.edu)>; Jessica Covington <[jlc0105@auburn.edu](mailto:jlc0105@auburn.edu)>; Elizabeth De Kruif <[erd0023@auburn.edu](mailto:erd0023@auburn.edu)>; C Wagoner <[cbw0021@auburn.edu](mailto:cbw0021@auburn.edu)>; Bruce Arnold <[gba0004@auburn.edu](mailto:gba0004@auburn.edu)>; Eric Moore <[jem0028@auburn.edu](mailto:jem0028@auburn.edu)>; Josh Conradson <[conrajr@auburn.edu](mailto:conrajr@auburn.edu)>; Dee Sneed <[deesneed@auburn.edu](mailto:deesneed@auburn.edu)>; Kristy Cannon <[kdf0019@auburn.edu](mailto:kdf0019@auburn.edu)>

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**Tyler Hand**

*Project Manager, Construction Management*  
**Auburn University Facilities Management**

1161 W Samford Ave, Building One

Auburn University, AL 36849

C: 334-703-2517 | [tyler.hand@auburn.edu](mailto:tyler.hand@auburn.edu)

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**To:** [Tyler Hand](#); [Nolan Torbert](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Bruce Arnold](#); [Eric Moore](#); [Josh Conradson](#); [Dee Sneed](#); [Kristy Cannon](#)  
**Cc:** [Terry Whitfield](#); [Nick Woychak](#); [Brandon Tidwell](#)  
**Subject:** RE: 23-332 - Samford Hall Provost Suite Renovation - Sprinkler Outage  
**Date:** Tuesday, June 10, 2025 9:10:04 AM

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Zone 4 approves

*Burke Wagoner*

Supervisor Zone 4 Maintenance

Auburn University

Facilities Management

334-734-0937

---

**From:** Tyler Hand <tyler.hand@auburn.edu>  
**Sent:** Tuesday, June 10, 2025 8:49 AM  
**To:** Nolan Torbert <ntt0002@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>  
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Thanks,

**Tyler Hand**  
*Project Manager, Construction Management*  
**Auburn University Facilities Management**

**From:** [Eric Moore](#)  
**To:** [Tyler Hand](#); [Nolan Torbert](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [C Wagoner](#); [Bruce Arnold](#); [Josh Conradson](#); [Dee Sneed](#); [Kristy Cannon](#)  
**Cc:** [Terry Whitfield](#); [Nick Woychak](#); [Brandon Tidwell](#)  
**Subject:** RE: 23-332 - Samford Hall Provost Suite Renovation - Sprinkler Outage  
**Date:** Tuesday, June 10, 2025 9:12:06 AM

---

I approve

---

**From:** Tyler Hand <tyler.hand@auburn.edu>  
**Sent:** Tuesday, June 10, 2025 8:49 AM  
**To:** Nolan Torbert <ntt0002@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>  
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*Project Manager, Construction Management*  
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Auburn University, AL 36849  
C: 334-703-2517 | [tyler.hand@auburn.edu](mailto:tyler.hand@auburn.edu)

**From:** [Elizabeth De Kruif](#)  
**To:** [Eric Moore](#); [Tyler Hand](#); [Nolan Torbert](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [C Wagoner](#); [Bruce Arnold](#); [Josh Conradson](#); [Dee Sneed](#); [Kristy Cannon](#)  
**Cc:** [Terry Whitfield](#); [Nick Woychak](#); [Brandon Tidwell](#)  
**Subject:** Re: 23-332 - Samford Hall Provost Suite Renovation - Sprinkler Outage  
**Date:** Wednesday, June 11, 2025 8:12:04 AM  
**Attachments:** [image001.png](#)

---

RMS approves.



---

**From:** Eric Moore <jem0028@auburn.edu>  
**Date:** Tuesday, June 10, 2025 at 9:12 AM  
**To:** Tyler Hand <tyler.hand@auburn.edu>, Nolan Torbert <ntt0002@auburn.edu>, Bob Hix <hixjame@auburn.edu>, Nolan Yon <yonbenj@auburn.edu>, Jessica Covington <jlc0105@auburn.edu>, Elizabeth De Kruif <erd0023@auburn.edu>, C Wagoner <cbw0021@auburn.edu>, Bruce Arnold <gba0004@auburn.edu>, Josh Conradson <conrajr@auburn.edu>, Dee Sneed <deesneed@auburn.edu>, Kristy Cannon <kdf0019@auburn.edu>  
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**Subject:** RE: 23-332 - Samford Hall Provost Suite Renovation - Sprinkler Outage

I approve

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