

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 (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

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
	Josh Conradson							
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
	Kristy Cannon							
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

From: [Bob Hix](#)
To: [Tyler Hand](#)
Subject: RE: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage
Date: Thursday, June 12, 2025 11:35:58 AM

Approved

Bob Hix, P.E.

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

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Thursday, June 12, 2025 11:22 AM
To: Bob Hix <hixjame@auburn.edu>
Subject: FW: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage

Modified to reduce time to half day.

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

From: Tyler Hand
Sent: Thursday, June 12, 2025 10:39 AM
To: John Hornbuckle <jrh0096@auburn.edu>; David Simon <simonda@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@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>
Cc: Mark Bourgeois <mab0010@auburn.edu>
Subject: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage

All,

FA outage to relocate one pull station conduit in Room 009. Space is unoccupied and will take about a half a day.

JCI is onboard.

Let me know if you approve of this outage.

From: [Kristy Cannon](#)
To: [Tyler Hand](#); [John Hornbuckle](#); [David Simon](#); [Bob Hix](#); [Nolan Yon](#); [Dee Sneed](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [C Wagoner](#); [Bruce Arnold](#); [Eric Moore](#); [Josh Conradson](#)
Cc: [Mark Bourgeois](#)
Subject: Re: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage
Date: Thursday, June 12, 2025 10:53:43 AM
Attachments: [Outlook-iafdkvh5.png](#)

Campus Services Approves

Regards,
Kristy

Kristy Cannon, MBA, MEd, CFP
Assistant Director, Campus Services
Vice-Chair A&P Grievance Committee
1161 W. Samford Ave.
Auburn, AL 36849
(334)734-0208



From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Thursday, June 12, 2025 10:38 AM
To: John Hornbuckle <jrh0096@auburn.edu>; David Simon <simonda@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@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>
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Thanks,

From: [John Hornbuckle](#)
To: [Tyler Hand](#)
Cc: [David Simon](#)
Subject: Re: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage
Date: Thursday, June 12, 2025 11:47:00 AM
Attachments: [img-a6ed8afc-e8b4-4e62-8c16-46fbb2dba0fc\[66\]](#)
[img-fb6fbc9f-a888-4933-ad0d-7843fcb1ced7\[34\]](#)
[img-71aee111-8ce0-4a22-bd83-062cc6f8be77\[25\]](#)
[img-5473d0bc-4882-4356-be4e-e6739e2e8c63\[57\]](#)

Approved.



John Hornbuckle, MS-MIS, PMP
Chief Information and Operating Officer
Harbert College of Business
harbert.auburn.edu



From: Tyler Hand <tyler.hand@auburn.edu>
Date: Thursday, June 12, 2025 at 10:39 AM
To: John Hornbuckle <jrh0096@auburn.edu>, David Simon <simonda@auburn.edu>, Bob Hix <hixjame@auburn.edu>, Nolan Yon <yonbenj@auburn.edu>, Dee Sneed <deesneed@auburn.edu>, Kristy Cannon <kdf0019@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>
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Thanks,

From: [Josh Conradson](#)
To: [C Wagoner](#); [Tyler Hand](#); [Bob Hix](#); [Nolan Yon](#); [Dee Sneed](#); [Kristy Cannon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Bruce Arnold](#); [Eric Moore](#)
Cc: [Mark Bourgeois](#)
Subject: RE: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage
Date: Thursday, June 12, 2025 11:55:35 AM

Approved

Joshua R. Conradson, M.Ed, PMP, CEFM

Director of Maintenance

Auburn University Facilities Management

[1161 W Samford Ave. Auburn University, AL 36849](#)

C: [334-740-8218](tel:334-740-8218) | conrajr@auburn.edu

From: C Wagoner <cbw0021@auburn.edu>
Sent: Thursday, June 12, 2025 10:43 AM
To: Tyler Hand <tyler.hand@auburn.edu>; John Hornbuckle <jrh0096@auburn.edu>; David Simon <simonda@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Cc: Mark Bourgeois <mab0010@auburn.edu>
Subject: Re: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage

Zone 4 approves

Burke

Get [Outlook for iOS](#)

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Thursday, June 12, 2025 10:38:59 AM
To: John Hornbuckle <jrh0096@auburn.edu>; David Simon <simonda@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@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>
Cc: Mark Bourgeois <mab0010@auburn.edu>
Subject: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage

All,

From: [C Wagoner](#)
To: [Tyler Hand](#); [John Hornbuckle](#); [David Simon](#); [Bob Hix](#); [Nolan Yon](#); [Dee Sneed](#); [Kristy Cannon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Bruce Arnold](#); [Eric Moore](#); [Josh Conradson](#)
Cc: [Mark Bourgeois](#)
Subject: Re: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage
Date: Thursday, June 12, 2025 10:42:44 AM

Zone 4 approves

Burke

Get [Outlook for iOS](#)

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Thursday, June 12, 2025 10:38:59 AM
To: John Hornbuckle <jrh0096@auburn.edu>; David Simon <simonda@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@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>
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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

From: [Elizabeth De Kruif](#)
To: [Tyler Hand](#); [Jessica Covington](#)
Subject: Re: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage
Date: Friday, June 13, 2025 8:38:31 AM
Attachments: [image001.png](#)

I approve.



Elizabeth De Kruif, CIH
University Industrial Hygienist

erd0023@auburn.edu
334-734-0469
1161 W. Samford Ave., Bldg. 9, Auburn, AL 36849

From: Tyler Hand <tyler.hand@auburn.edu>
Date: Friday, June 13, 2025 at 8:35 AM
To: Jessica Covington <jlc0105@auburn.edu>, Elizabeth De Kruif <erd0023@auburn.edu>
Subject: FW: 24-314 - Lowder Hall - Rms 008 & 008A, Various Renovations - FA Outage

Guys,

Do you approve?

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

From: Tyler Hand
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