

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
	Josh Conradson							
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: Kelly O'Neal-Young Date _____

Kelly O'Neal-Young

From: Julie Huff
Sent: Wednesday, June 11, 2025 8:37 AM
To: Kelly O'Neal-Young
Subject: Re: 23-103 - Miller Gorrie - Mechanical.pdf

Approved.

Julie Huff
Asst. Provost, Academic Facilities, Operations & Initiatives
301A Samford Hall
Auburn University, AL 36849-5211
(334) 844-5777
julie@auburn.edu

From: Kelly O'Neal-Young <onealke@auburn.edu>
Date: Tuesday, June 10, 2025 at 4:30 PM
To: Kenneth Sullins <sullike@auburn.edu>, Shane Johnson <johnsha@auburn.edu>, Ben Farrow <farrocb@auburn.edu>, Mellissa Watson <mmw0020@auburn.edu>, Julie Huff <hilljul@auburn.edu>, Kristi Rendleman <klr0069@auburn.edu>, Scott McClure <mccluws@auburn.edu>, Josh Conradson <conrajr@auburn.edu>, Bruce Arnold <gba0004@auburn.edu>, Eric Moore <jem0028@auburn.edu>
Subject: 23-103 - Miller Gorrie - Mechanical.pdf

All,

Please see attached requested outage for Gorrie Center – 3rd floor Mechanical. Carlisle has requested for the 3rd floor air distribution be shut down so that we can dry fall the ceilings within Room 327.

Let me know if this is approved by responding to the email. Work will begin Saturday, 6/14 and complete on Sunday, 6/15.

Thank You,

Kelly O'Neal-Young
Project Manager - Construction Management
Auburn University Facilities Management
[1161 W Samford Ave, Auburn University, AL 36849](#)
C: [770-318-8277](tel:770-318-8277) | onealke@auburn.edu

Kelly O'Neal-Young

From: Shane Johnson
Sent: Wednesday, June 11, 2025 6:42 AM
To: Kelly O'Neal-Young
Subject: Re: 23-103 - Miller Gorrie - Mechanical.pdf

i approve
Sent from my iPhone

On Jun 10, 2025, at 4:30 PM, Kelly O'Neal-Young <onealke@auburn.edu> wrote:

All,

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[1161 W Samford Ave, Auburn University, AL 36849](#)
C: [770-318-8277](tel:770-318-8277) | onealke@auburn.edu

<23-103 - Miller Gorrie - Mechanical.pdf>

Kelly O'Neal-Young

From: Ben Farrow
Sent: Wednesday, June 11, 2025 6:15 AM
To: Kelly O'Neal-Young
Cc: Brandon Clarke; Mellissa Watson
Subject: FW: 23-103 - Miller Gorrie - Mechanical.pdf
Attachments: 23-103 - Miller Gorrie - Mechanical.pdf

Kelly-I approve.

Brandon-Please let faculty and staff know so they can plan accordingly.

Thank you,
Ben

C. Ben Farrow, Ph.D.

Associate Dean for Academic Affairs and International Programs
Professor, McWhorter School of Building Science
College of Architecture, Design & Construction
Auburn University
202 Dudley Commons | Auburn, AL 36849
334.844.4285 (office)
farrocb@auburn.edu | www.cadc.auburn.edu

From: Kelly O'Neal-Young <onealke@auburn.edu>
Date: Tuesday, June 10, 2025 at 4:30 PM
To: Kenneth Sullins <sullike@auburn.edu>, Shane Johnson <johnsha@auburn.edu>, Ben Farrow <farrocb@auburn.edu>, Mellissa Watson <mmw0020@auburn.edu>, Julie Huff <hilljul@auburn.edu>, Kristi Rendleman <klr0069@auburn.edu>, Scott McClure <mccluws@auburn.edu>, Josh Conradson <conrajr@auburn.edu>, Bruce Arnold <gba0004@auburn.edu>, Eric Moore <jem0028@auburn.edu>
Subject: 23-103 - Miller Gorrie - Mechanical.pdf

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Let me know if this is approved by responding to the email. Work will begin Saturday, 6/14 and complete on Sunday, 6/15.

Thank You,

Kelly O'Neal-Young

Project Manager - Construction Management
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 770-318-8277 | onealke@auburn.edu

Kelly O'Neal-Young

From: Josh Conradson
Sent: Wednesday, June 11, 2025 3:52 PM
To: Kelly O'Neal-Young
Cc: Scott McClure; Bruce Arnold; Eric Moore
Subject: Re: 23-103 - Miller Gorrie - Mechanical.pdf

Kelly,

Thanks for taking my call. With Shane's approval yesterday, I also approve the outage.

Thank you,

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

On Jun 11, 2025, at 3:37 PM, Kelly O'Neal-Young <onealke@auburn.edu> wrote:

Just wanted to follow up on the request for approval to shut down the 3rd floor mechanical unit for Gorrie Center.

Thank You,

Kelly O'Neal-Young

Project Manager - Construction Management

Auburn University Facilities Management

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

C: [770-318-8277](tel:770-318-8277) | onealke@auburn.edu

From: Kelly O'Neal-Young

Sent: Tuesday, June 10, 2025 4:31 PM

To: Kenneth Sullins <sullike@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Ben Farrow <farrocb@auburn.edu>; Mellissa Watson <mmw0020@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Kristi Rendleman <klr0069@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>

Subject: 23-103 - Miller Gorrie - Mechanical.pdf

All,