

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
	Scott McClure						Andrew Spurlin	
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: Ben Farrow
Sent: Monday, June 16, 2025 3:23 PM
To: Kelly O'Neal-Young; Mellissa Watson; Brandon Clarke
Subject: FW: 23-103 - Miller Gorrie - Electrical.pdf
Attachments: 23-103 - Miller Gorrie - Electrical.pdf

Kelly-Approved. Again, I'd love to see some clarity on a confirmation that the lights are turned back on at the scheduled time. 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: Monday, June 16, 2025 at 3:20 PM
To: Kenneth Sullins <sullike@auburn.edu>, Shane Johnson <johnsha@auburn.edu>, Josh Conradson <conrajr@auburn.edu>, Scott McClure <mccluws@auburn.edu>, Bruce Arnold <gba0004@auburn.edu>, Ben Farrow <farrocb@auburn.edu>, Melissa Hughes <mlh0170@auburn.edu>, Julie Huff <hilljul@auburn.edu>, Kristi Rendleman <klr0069@auburn.edu>
Cc: Brandon Clarke <bac0036@auburn.edu>
Subject: 23-103 - Miller Gorrie - Electrical.pdf

Please see attached required electrical outage for June 19th. This will only shut down the lighting panel.

Let me know if this is acceptable.

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: Julie Huff
Sent: Monday, June 16, 2025 3:33 PM
To: Kelly O'Neal-Young
Subject: Re: 23-103 - Miller Gorrie - Electrical.pdf

Approved. Thank you.

On Jun 16, 2025, at 3:20 PM, Kelly O'Neal-Young <onealke@auburn.edu> wrote:

Please see attached required electrical outage for June 19th. This will only shut down the lighting panel.

Let me know if this is acceptable.

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

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

Kelly O'Neal-Young

From: Kenneth Sullins
Sent: Tuesday, June 17, 2025 12:47 PM
To: Kelly O'Neal-Young; Shane Johnson; Josh Conradson; Scott McClure; Bruce Arnold; Ben Farrow; Melissa Hughes; Julie Huff; Kristi Rendleman
Cc: Brandon Clarke
Subject: RE: 23-103 - Miller Gorrie - Electrical.pdf

I approve

From: Kelly O'Neal-Young <onealke@auburn.edu>
Sent: Monday, June 16, 2025 3:20 PM
To: Kenneth Sullins <sullike@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Ben Farrow <farrocb@auburn.edu>; Melissa Hughes <mlh0170@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Kristi Rendleman <klr0069@auburn.edu>
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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: Scott McClure
Sent: Tuesday, June 17, 2025 12:47 PM
To: Kenneth Sullins; Kelly O'Neal-Young; Shane Johnson; Josh Conradson; Bruce Arnold; Ben Farrow; Melissa Hughes; Julie Huff; Kristi Rendleman
Cc: Brandon Clarke
Subject: RE: 23-103 - Miller Gorrie - Electrical.pdf

I approve

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

From: Kenneth Sullins <sullike@auburn.edu>
Sent: Tuesday, June 17, 2025 12:47 PM
To: Kelly O'Neal-Young <onealke@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Ben Farrow <farrocb@auburn.edu>; Melissa Hughes <mlh0170@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Kristi Rendleman <klr0069@auburn.edu>
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I approve

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Let me know if this is acceptable.

Thank You,

Kelly O'Neal-Young

Project Manager - Construction Management

Auburn University Facilities Management

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

Kelly O'Neal-Young

From: Andrew Spurlin
Sent: Tuesday, June 17, 2025 3:36 PM
To: Kelly O'Neal-Young
Subject: Re: 23-103 - Miller Gorrie - Electrical.pdf

Approved for transmittal to work management

Andrew Spurlin
Auburn University

Sent on the go, please excuse any errors

From: Kelly O'Neal-Young <onealke@auburn.edu>
Sent: Tuesday, June 17, 2025 2:25:52 PM
To: Andrew Spurlin <jas0250@auburn.edu>
Subject: 23-103 - Miller Gorrie - Electrical.pdf

Please see attached for your approval.

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