

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

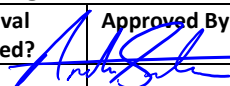
Planning Reviews (Per Review Matrix):

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
	Bruce Arnold							
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			
	Bob Hix			Jessica Covington and Elizabeth				
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

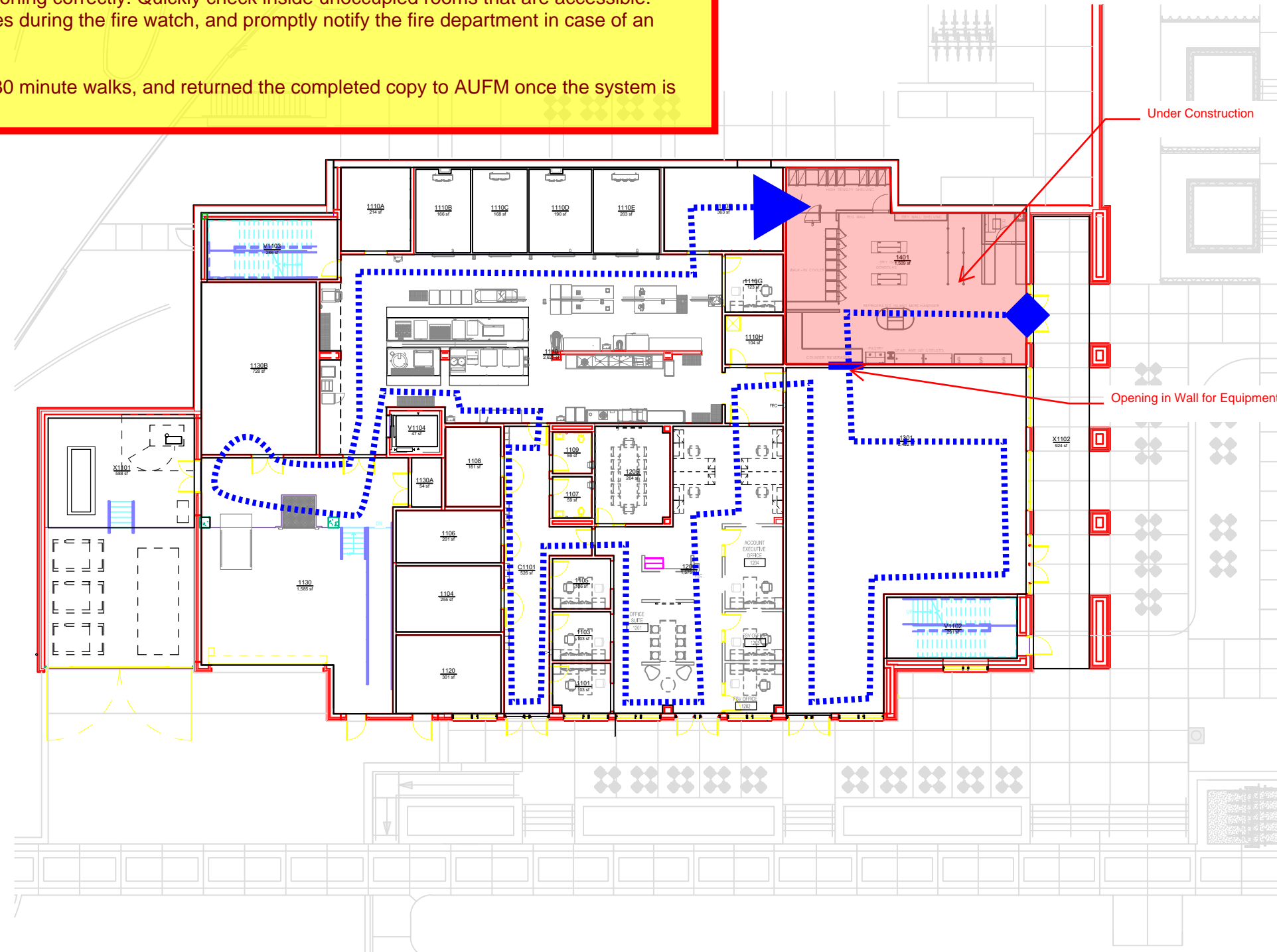
Work Owner Signature: Kelly O'Neal-Young Date _____

24-442 - Central Dining - RM 1401
Level 1 Sprinkler Outage
Fire Watch Plan

Starting point is the location at the blue arrow - path is blue dotted line.
Fire watch should follow the indicated path through the 3rd floor every 30 minutes. Verify that paths of egress are not impeded and that other fire protection features are functioning correctly. Quickly check inside unoccupied rooms that are accessible. Maintain access to a fire extinguisher at all times during the fire watch, and promptly notify the fire department in case of an emergency.

Please use the attached sign-off sheet for the 30 minute walks, and returned the completed copy to AUFM once the system is re-energized.

Please use the attached sign-off sheet for the 30 minute walks, and returned the completed copy to AUFM once the system is re-energized.



FIRE WATCH PATROL LOG SHEET

Address: Central Dining - 341 Duncan Drive, Auburn, Al 36849

Fire Watch Duties Conducted By: Brandon/ J.A. Lett
(print name & position)

Fire Watch Commenced: Date: 6/18/25 Time: _____

ROUNDS	DATE (m/d/y)	START TIME (circle a.m./p.m.)	FINISH TIME (circle a.m./p.m.)	AREAS PATROLLED & COMMENTS	INITIALS
1.	/ /	a.m. p.m.	a.m. p.m.		
2.	/ /	a.m. p.m.	a.m. p.m.		
3.	/ /	a.m. p.m.	a.m. p.m.		
4.	/ /	a.m. p.m.	a.m. p.m.		
5.	/ /	a.m. p.m.	a.m. p.m.		
6.	/ /	a.m. p.m.	a.m. p.m.		
7.	/ /	a.m. p.m.	a.m. p.m.		
8.	/ /	a.m. p.m.	a.m. p.m.		
9.	/ /	a.m. p.m.	a.m. p.m.		
10.	/ /	a.m. p.m.	a.m. p.m.		
11.	/ /	a.m. p.m.	a.m. p.m.		
12.	/ /	a.m. p.m.	a.m. p.m.		
13.	/ /	a.m. p.m.	a.m. p.m.		
14.	/ /	a.m. p.m.	a.m. p.m.		
15.	/ /	a.m. p.m.	a.m. p.m.		
16.	/ /	a.m. p.m.	a.m. p.m.		
17.	/ /	a.m. p.m.	a.m. p.m.		
18.	/ /	a.m. p.m.	a.m. p.m.		

FIRE WATCH PATROL LOG SHEET

Address: Central Dining - 341 Duncan Drive, Auburn, Al 36849

Fire Watch Duties Conducted By: Brandon/ J.A. Lett
(print name & position)

Fire Watch Commenced: Date: 6/19/25 Time: _____

ROUNDS	DATE (m/d/y)	START TIME (circle a.m./p.m.)	FINISH TIME (circle a.m./p.m.)	AREAS PATROLLED & COMMENTS	INITIALS
1.	/ /	a.m. p.m.	a.m. p.m.		
2.	/ /	a.m. p.m.	a.m. p.m.		
3.	/ /	a.m. p.m.	a.m. p.m.		
4.	/ /	a.m. p.m.	a.m. p.m.		
5.	/ /	a.m. p.m.	a.m. p.m.		
6.	/ /	a.m. p.m.	a.m. p.m.		
7.	/ /	a.m. p.m.	a.m. p.m.		
8.	/ /	a.m. p.m.	a.m. p.m.		
9.	/ /	a.m. p.m.	a.m. p.m.		
10.	/ /	a.m. p.m.	a.m. p.m.		
11.	/ /	a.m. p.m.	a.m. p.m.		
12.	/ /	a.m. p.m.	a.m. p.m.		
13.	/ /	a.m. p.m.	a.m. p.m.		
14.	/ /	a.m. p.m.	a.m. p.m.		
15.	/ /	a.m. p.m.	a.m. p.m.		
16.	/ /	a.m. p.m.	a.m. p.m.		
17.	/ /	a.m. p.m.	a.m. p.m.		
18.	/ /	a.m. p.m.	a.m. p.m.		

FIRE WATCH PATROL LOG SHEET

Address: Central Dining - 341 Duncan Drive, Auburn, Al 36849

Fire Watch Duties Conducted By: Brandon/ J.A. Lett
(print name & position)

Fire Watch Commenced: Date: 6/20/25 Time: _____

ROUNDS	DATE (m/d/y)	START TIME (circle a.m./p.m.)	FINISH TIME (circle a.m./p.m.)	AREAS PATROLLED & COMMENTS	INITIALS
1.	/ /	a.m. p.m.	a.m. p.m.		
2.	/ /	a.m. p.m.	a.m. p.m.		
3.	/ /	a.m. p.m.	a.m. p.m.		
4.	/ /	a.m. p.m.	a.m. p.m.		
5.	/ /	a.m. p.m.	a.m. p.m.		
6.	/ /	a.m. p.m.	a.m. p.m.		
7.	/ /	a.m. p.m.	a.m. p.m.		
8.	/ /	a.m. p.m.	a.m. p.m.		
9.	/ /	a.m. p.m.	a.m. p.m.		
10.	/ /	a.m. p.m.	a.m. p.m.		
11.	/ /	a.m. p.m.	a.m. p.m.		
12.	/ /	a.m. p.m.	a.m. p.m.		
13.	/ /	a.m. p.m.	a.m. p.m.		
14.	/ /	a.m. p.m.	a.m. p.m.		
15.	/ /	a.m. p.m.	a.m. p.m.		
16.	/ /	a.m. p.m.	a.m. p.m.		
17.	/ /	a.m. p.m.	a.m. p.m.		
18.	/ /	a.m. p.m.	a.m. p.m.		

Kelly O'Neal-Young

From: Bob Hix
Sent: Tuesday, June 17, 2025 2:21 PM
To: Kelly O'Neal-Young; James Smith; Jessica Covington; Scott McClure; Bruce Arnold; Josh Conradson
Subject: RE: 24-442 - Fire Sprinkler Outage.pdf

Approved

Bob Hix, P.E.

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

From: Kelly O'Neal-Young <onealke@auburn.edu>
Sent: Tuesday, June 17, 2025 2:13 PM
To: Bob Hix <hixjame@auburn.edu>; James Smith <jrs0092@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Subject: 24-442 - Fire Sprinkler Outage.pdf

All,

Sorry for the last minute email, but please see attached request for Fire Sprinkler outage starting Wednesday, 6/18. There will be a daily fire watch with the system back online for the evenings.

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

Kelly O'Neal-Young

From: Bruce Arnold
Sent: Tuesday, June 17, 2025 2:19 PM
To: Kelly O'Neal-Young; Bob Hix; James Smith; Jessica Covington; Scott McClure; Josh Conradson
Subject: RE: 24-442 - Fire Sprinkler Outage.pdf

I approve

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



From: Kelly O'Neal-Young <onealke@auburn.edu>
Sent: Tuesday, June 17, 2025 2:13 PM
To: Bob Hix <hixjame@auburn.edu>; James Smith <jrs0092@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Subject: 24-442 - Fire Sprinkler Outage.pdf

All,

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

Kelly O'Neal-Young

From: Jessica Covington
Sent: Tuesday, June 17, 2025 3:28 PM
To: Kelly O'Neal-Young; Bob Hix; James Smith; Scott McClure; Bruce Arnold; Josh Conradson
Cc: Jonathan Haney
Subject: RE: 24-442 - Fire Sprinkler Outage.pdf

Hi Kelly,
I approve.

Thank you,



Jessica L. Covington, CSP
Safety and Health Program Manager
Risk Management and Safety
1161 W. Samford Ave., Bldg. 9 | Auburn, AL 36849
(C) 334-734-1715

From: Kelly O'Neal-Young <onealke@auburn.edu>
Sent: Tuesday, June 17, 2025 2:13 PM
To: Bob Hix <hixjame@auburn.edu>; James Smith <jrs0092@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Subject: 24-442 - Fire Sprinkler Outage.pdf

All,

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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

C: 770-318-8277 | onealke@auburn.edu

Kelly O'Neal-Young

From: James Smith
Sent: Tuesday, June 17, 2025 3:38 PM
To: Jessica Covington; Kelly O'Neal-Young; Bob Hix; Scott McClure; Bruce Arnold; Josh Conradson
Cc: Jonathan Haney
Subject: Re: 24-442 - Fire Sprinkler Outage.pdf

Approved

James Smith
Director
Property Management
<http://studentaffairs.auburn.edu/wp-content/uploads/2019/01/line-2-e1549034398667.png>
Auburn University
909 Shug Jordan Pkwy. • Auburn, AL 36849
334-844-4477 (office) 334-734-1546 (cell)
JRS0092@Auburn.edu
<https://cws.auburn.edu/auxiliary/propertymgmt/>
Student Affairs Logo

From: Jessica Covington <jlc0105@auburn.edu>
Sent: Tuesday, June 17, 2025 3:28:22 PM
To: Kelly O'Neal-Young <onealke@auburn.edu>; Bob Hix <hixjame@auburn.edu>; James Smith <jrs0092@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Cc: Jonathan Haney <haneyjd@auburn.edu>
Subject: RE: 24-442 - Fire Sprinkler Outage.pdf

Hi Kelly,
I approve.

Thank you,



Jessica L. Covington, CSP
Safety and Health Program Manager
Risk Management and Safety
1161 W. Samford Ave., Bldg. 9 | Auburn, AL 36849
(C) 334-734-1715