Planned Outage and Interruption Request

Work Owner _____ Organization _____ Phone _____

Onsite Contact	:Phone	Phone					
Project #	Custon	ner Request	WO Number	WO Number			
Select Interruption Type:							
	Building Access Control	Elevator	Laboratory Utility	Sanitary Sewer			
Building System Outage or Space Closure	Electric Power	Heating Ventilat A/C (HV	ion & Natural Gas	Domestic Water			
(Only if part of a building is out, Check all that apply)	Building Space/Entrances/ Occupant Flow	Telepho	ne/IT Fumehood	Cooler/Freezer			
- 3-, 3.155. dii dide dppi))	Emergency Power (Life Safety Approval required	Other d) (Explain	below)				
Utility Outage	Electric Power	Natural	Gas Sewer from Building	Domestic Water			
(If entire building is out)	Hot Water (Central Plant)	Chilled \((Central I	Water Steam	Other (Explain Below)			
	Roadway	Sidewall	k Bike Lane	Waste Receptacle			
Outside Closures	Parking Spaces	ADA Fac	ilities Traffic Signal	Other (Explain below)			
Life Safety System Outage (Required any time system	Fire Alarm	Fire Suppres System : Fire Pun	and/or Range Hood	Fire Hydrant			
or components are taken out of service)	Fire watch required? You (Determined by Risk Manage Engineer)		Note:				
Life Safety Notifications	Annual Fire Alarm Test an Inspection	d Fire Suppres System	System Lesting	Fire Alarm System Download			
Notifications	Unplanned Outage	Prevent Mainter		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:							

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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	Approv Require		Approved By:	Date	Approval Required?	Approved By:	Date
	Scott McClure						7 (20		
Campus	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									
Rec	eived By:	Date I	Received	Time	e Received	Date N	otice Issued	Time Issue	d

Work Owner Signature:_	Gustin	Gilliam	Date
	/		

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Planned Outage and Interruption Request

Form Purpose

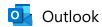
This form is required any time a planned outage, space closure or outside facility closure is needed. The intent is to document approval and provide the information necessary for concise communication of these events to the campus and others with need to know. It is also used to provide information necessary to communicate unplanned outages, Preventative Maintenance activities, and other events to the campus community.

The Work Owner is responsible for planning and scheduling the outage or closure, obtaining the necessary approvals, and submitting the completed form to Work Management. Work Management will then issue the communication to the appropriate campus stakeholders.

Information and Instructions

- 1. **Work Owner** –Individual responsible for conduct of the work requiring the interruption or outage. Include Auburn University Organization and cell phone number.
- 2. **Onsite Contact** Individual directly responsible for the conduct of the work and typical will be on site during implementation. Include cell phone number.
- 3. **Project Number –** Auburn University Facilities project number if applicable
- 4. **Customer Request-** AiM Request number if applicable.
- 5. **WO Number –** AiM work order number if applicable.
- 6. **Interruption Type** Select the system, component or space type that will be interrupted and out of service. Select all that apply, however if a utility outage is selected and the entire building will be interrupted do not select individual building systems. As example, do not select HVAC in a building if electric power will be off to the entire building.
- 7. **Life Safety System Outage-** Required if a life safety system or system component is is taken out of service, or if any other system (domestic water, electric power) is taken out of service and prevents life safety system from functioning. Outages on life safety system require approval of Risk Management and Safety and University Engineer. They will determine if a fire watch will be required.
- 8. **Life Safety Notifications -** Used to communicate to building occupants and others when listed activities are taking place. No review or approval required.
- 9. **Notifications -** Used to communicate unplanned outages to campus. Can also be used to communicate Preventative Maintenance activities, Risk Management and Safety Inspections and Other activities as needed.
- 10. **Description of Work Activity –** Describe specifically what work will be performed during the outage.
- 11. **Building(s)** or Location(s) Affected List all buildings affected using official university name. If outside space describe the location of the activity including buildings that will be directly impacted if necessary.
- 12. **Specific Space Affected** Provide floor, room numbers, or area of the building that will be affected.
- 13. How are the building clients or University stakeholders affected? What will they notice? Provide sentence on the specific impact of the outage and describe what University stakeholders will notice.
- 14. Schedule Provide start and estimated end dates and times
- 15. **Planning Reviews** Discussions conducted with designated individuals during the planning and scheduling phase of the outage or interruption. The review matrix defines the minimum reviews required, additional reviews may be required depending on the nature of the work. No signature or hard approval documentation is required for reviews.
- 16. Client Approvals Obtain approval of Key Contact of all organizations with assigned space in affected buildings or in buildings near the work. Client approval can be documented with e mail or signature on the form. On short notice outages, verbal client approval is acceptable.
- 17. **Facilities Management Approvals** Obtain necessary approval based on the type of outage and the required approvals from the approval matrix.
- 18. Work Manager Signature Sign and date the form and submit to Work Management

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RE: Hot Water Outage for Neville Arena

From Ben Thomas <thomabe@auburn.edu>

Date Fri 2025-06-20 8:50 AM

To Justin Gilliam < jmg0047@auburn.edu>

I approve.

From: Justin Gilliam <jmg0047@auburn.edu>

Sent: Friday, June 20, 2025 8:13 AM

To: Josh Conradson <conrajr@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Ben Thomas <thomabe@auburn.edu>; Anna Thompson <gueriak@auburn.edu> **Subject:** Hot Water Outage for Neville Arena

All,

Please see the outage request for Neville Arena. Let me know if you have any questions.

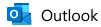
Thanks,

Justin Gilliam

Construction Project Manager **Auburn University Facilities Management**1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.3273 | jmg0047@auburn.edu





RE: Hot Water Outage for Neville Arena

From Scott McClure <mccluws@auburn.edu>

Date Fri 2025-06-20 4:36 PM

To Justin Gilliam <jmg0047@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Ben Thomas <thomabe@auburn.edu>; Anna Thompson <gueriak@auburn.edu>

I approve

--

Best Regards, Scott McClure, PE, CEM Maintenance Engineer, Maintenance Auburn University Facilities Management mccluws@auburn.edu

Cell: 404-966-5654

From: Justin Gilliam <jmg0047@auburn.edu>

Sent: Friday, June 20, 2025 8:13 AM

To: Josh Conradson <conrajr@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Ben Thomas <thomabe@auburn.edu>; Anna Thompson <gueriak@auburn.edu> Subject: Hot Water Outage for Neville Arena

All,

Please see the outage request for Neville Arena. Let me know if you have any questions.

Thanks.

Justin Gilliam

Construction Project Manager

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.3273 | jmg0047@auburn.edu





RE: Hot Water Outage for Neville Arena

From Travis Tally <tallytp@auburn.edu>

Date Mon 2025-06-23 8:55 AM

To Justin Gilliam <jmg0047@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>

I approve.

From: Justin Gilliam <jmg0047@auburn.edu>

Sent: Monday, June 23, 2025 8:52 AM

To: Fred Buchanan <buchaf1@auburn.edu>; Travis Tally <tallytp@auburn.edu>

Subject: Re: Hot Water Outage for Neville Arena

Have you guys gotten the chance to take a look at this outage request?

Thanks,

Justin Gilliam

Construction Project Manager

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.3273 | jmg0047@auburn.edu



From: Scott McClure < mccluws@auburn.edu >

Sent: Friday, June 20, 2025 4:36 PM

To: Justin Gilliam <jmg0047@auburn.edu>; Josh Conradson <<u>conrajr@auburn.edu</u>>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Fred Buchanan <<u>buchaf1@auburn.edu</u>>; Travis Tally <<u>tallytp@auburn.edu</u>>; Ben Thomas <<u>thomabe@auburn.edu</u>>; Anna Thompson <<u>gueriak@auburn.edu</u>>

Subject: RE: Hot Water Outage for Neville Arena

I approve

Best Regards, Scott McClure, PE, CEM