

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			

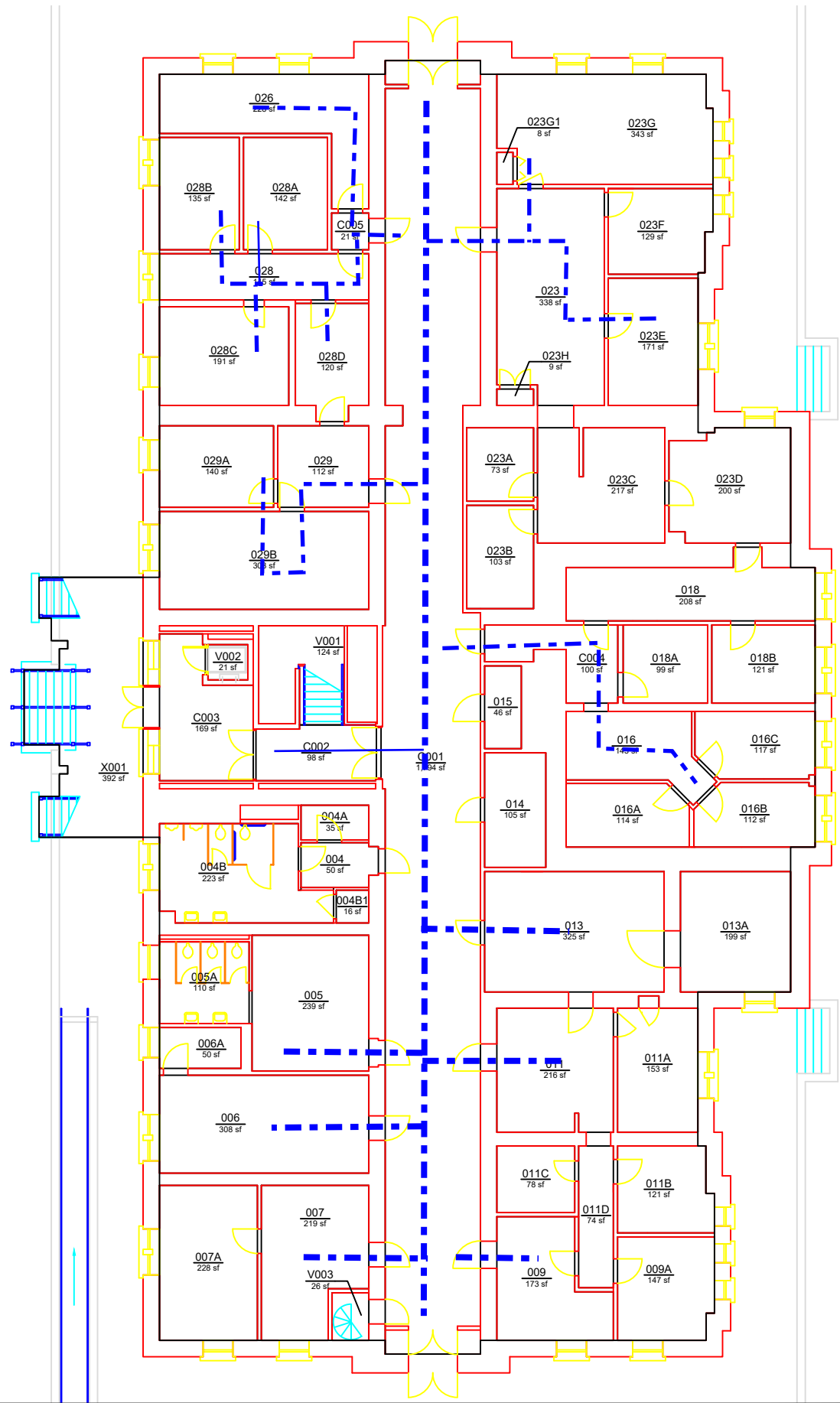
Client Approvals (Per Approval Matrix):

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			Jessica Covington				
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: Tyler Hand Date



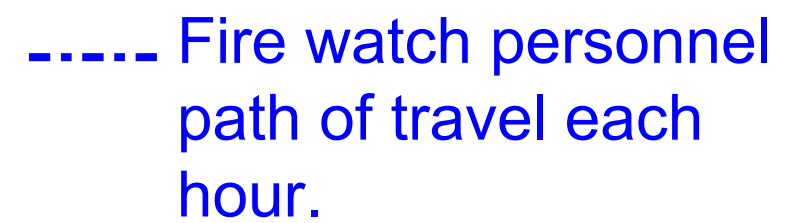
----- Fire Watch Path

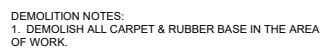


Planning, Design,
and Construction
Facilities Management
1161 West Samford Ave, Building 1
Auburn, AL 36849

BASE FLOOR PLAN
SAMFORD HALL
LEVEL: B1

Building No.: AA_X0304
File Name: AA_X0304_B1
Last Export: 06/28/2023
Report Created By: Ellen Doyle
Report Date: 02/01/2024





→ Sight line into each space



BASE FLOOR PLAN
SAMFORD HALL
LEVEL: 03

Building No.: AA_X0304
File Name: AA_X0304_03
Last Export: 10/26/2023
Report Created By: Ellen Doyle
Report Date: 02/01/2024



UNIVERSITY

CONSTRUCTION MANAGEMENT

FIRE WATCH SIGN-OFF FOR OUTAGES

FIRE WATCH SIGN-OFF SHEET

Project Name. **Samford Hall 1st Floor Renovation**

Date:

AU Project #. 24-629

[illegible]

From: [Kristy Cannon](#)
To: [Tyler Hand](#); [Nolan Torbert](#); [C Wagoner](#); [Dee Sneed](#); [Bruce Arnold](#); [Eric Moore](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Josh Conradson](#)
Cc: ["Brandon Tidwell"](#); [Terry Whitfield](#)
Subject: Re: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage
Date: Monday, June 23, 2025 12:15:21 PM
Attachments: [Outlook-isrz43aa.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: Monday, June 23, 2025 11:54 AM
To: Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Cc: 'Brandon Tidwell' <brandon@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>
Subject: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage

All,

See the attached Sprinkler Outage to drop heads into the ceiling grid. System will be up at the end of each day.

Brendle is onboard.

Please respond to this email with your approval or disapproval of this outage.

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: [Bob Hix](#)
To: [Tyler Hand](#); [Nolan Torbert](#); [C Wagoner](#); [Dee Sneed](#); [Kristy Cannon](#); [Bruce Arnold](#); [Eric Moore](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Josh Conradson](#)
Cc: ["Brandon Tidwell"](#); [Terry Whitfield](#)
Subject: RE: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage
Date: Monday, June 23, 2025 12:45:35 PM

Approved.

Fire watch must be performed every 30 minutes while the system is down (not every hour).

Bob Hix, P.E.

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

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Monday, June 23, 2025 11:55 AM
To: Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Cc: 'Brandon Tidwell' <brandon@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>
Subject: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage

All,

See the attached Sprinkler Outage to drop heads into the ceiling grid. System will be up at the end of each day.

Brendle is onboard.

Please respond to this email with your approval or disapproval of this outage.

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: [Nolan Torbert](#)
To: [Tyler Hand](#); [C Wagoner](#); [Dee Sneed](#); [Kristy Cannon](#); [Bruce Arnold](#); [Eric Moore](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Josh Conradson](#)
Cc: ["Brandon Tidwell"](#); [Terry Whitfield](#)
Subject: RE: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage
Date: Monday, June 23, 2025 1:21:59 PM
Attachments: [image001.png](#)

Tyler- I approve.

Nolan Torbert

Building Manager/Coordinator III

Facilities Management/Campus Services

Auburn University

Auburn, AL 36849

334-750-4352 (Office)

ntt0002@auburn.edu

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Monday, June 23, 2025 11:55 AM
To: Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Cc: 'Brandon Tidwell' <brandon@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>
Subject: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage

All,

See the attached Sprinkler Outage to drop heads into the ceiling grid. System will be up at the end of each day.

Brendle is onboard.

Please respond to this email with your approval or disapproval of this outage.

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: [Jessica Covington](#)
To: [Tyler Hand](#); [Nolan Torbert](#); [C Wagoner](#); [Dee Sneed](#); [Kristy Cannon](#); [Bruce Arnold](#); [Eric Moore](#); [Bob Hix](#); [Nolan Yon](#); [Elizabeth De Kruif](#); [Josh Conradson](#)
Cc: ["Brandon Tidwell"](#); [Terry Whitfield](#); [Jonathan Haney](#)
Subject: RE: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage
Date: Monday, June 23, 2025 1:23:23 PM
Attachments: [image001.png](#)

Hi Tyler,
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: Tyler Hand <tyler.hand@auburn.edu>
Sent: Monday, June 23, 2025 11:55 AM
To: Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Cc: 'Brandon Tidwell' <brandon@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>
Subject: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage

All,

See the attached Sprinkler Outage to drop heads into the ceiling grid. System will be up at the end of each day.

Brendle is onboard.

Please respond to this email with your approval or disapproval of this outage.

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: [C Wagoner](#)
To: [Jessica Covington](#); [Tyler Hand](#); [Nolan Torbert](#); [Dee Sneed](#); [Kristy Cannon](#); [Bruce Arnold](#); [Eric Moore](#); [Bob Hix](#); [Nolan Yon](#); [Elizabeth De Kruif](#); [Josh Conradson](#)
Cc: ["Brandon Tidwell"](#); [Terry Whitfield](#); [Jonathan Haney](#)
Subject: Re: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage
Date: Monday, June 23, 2025 1:46:39 PM
Attachments: [image001.png](#)
[Outlook-l3wdei0i.png](#)

Zone 4 approves



C. Burke Wagoner

Zone 4 Supervisor

Auburn University Facilities Maintenance

1161 W. Samford Ave

O: 334.734.0937

cbw0021@auburn.edu

fm.auburn.edu



From: Jessica Covington <jlc0105@auburn.edu>
Sent: Monday, June 23, 2025 1:23 PM
To: Tyler Hand <tyler.hand@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Cc: 'Brandon Tidwell' <brandon@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>; Jonathan Haney <haneyjd@auburn.edu>
Subject: RE: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage

Hi Tyler,
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: Tyler Hand <tyler.hand@auburn.edu>

Sent: Monday, June 23, 2025 11:55 AM

To: Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Josh Conradson <conrajr@auburn.edu>

Cc: 'Brandon Tidwell' <brandon@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>

Subject: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage

All,

See the attached Sprinkler Outage to drop heads into the ceiling grid. System will be up at the end of each day.

Brendle is onboard.

Please respond to this email with your approval or disapproval of this outage.

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: [Josh Conradson](#)
To: [C Wagoner](#); [Jessica Covington](#); [Tyler Hand](#); [Nolan Torbert](#); [Dee Sneed](#); [Kristy Cannon](#); [Bruce Arnold](#); [Eric Moore](#); [Bob Hix](#); [Nolan Yon](#); [Elizabeth De Kruif](#)
Cc: ["Brandon Tidwell"](#); [Terry Whitfield](#); [Jonathan Haney](#)
Subject: RE: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage
Date: Monday, June 23, 2025 1:48:53 PM
Attachments: [image002.png](#)
[image003.png](#)

Tyler,

I approve the outage.

Thank you,

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

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: Monday, June 23, 2025 1:47 PM
To: Jessica Covington <jlc0105@auburn.edu>; Tyler Hand <tyler.hand@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Cc: 'Brandon Tidwell' <brandon@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>; Jonathan Haney <haneyjd@auburn.edu>
Subject: Re: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage

Zone 4 approves



C. Burke Wagoner

Zone 4 Supervisor

Auburn University Facilities Maintenance

1161 W. Samford Ave

O: 334.734.0937

cbw0021@auburn.edu

fm.auburn.edu



From: Jessica Covington <jlc0105@auburn.edu>

Sent: Monday, June 23, 2025 1:23 PM

To: Tyler Hand <tyler.hand@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Josh Conradson <conrajr@auburn.edu>
Cc: 'Brandon Tidwell' <brandon@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>; Jonathan Haney <haneyjd@auburn.edu>

Subject: RE: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage

Hi Tyler,
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: Tyler Hand <tyler.hand@auburn.edu>

Sent: Monday, June 23, 2025 11:55 AM

To: Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Josh Conradson <conrajr@auburn.edu>

Cc: 'Brandon Tidwell' <brandon@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>

Subject: 24-629 - Samford Hall First Floor Renovations - First and Second Floor Sprinkler Outage

All,

See the attached Sprinkler Outage to drop heads into the ceiling grid. System will be up at the end of each day.

Brendle is onboard.

Please respond to this email with your approval or disapproval of this outage.

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