

Planned Outage and Interruption Request

Work Owner Ja'Vone Dixon Organization IHC Phone 3347072036
 Onsite Contact Brent Vickers Phone 3347036237
 Project # 23-385 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>	<input type="checkbox"/>	Building Access Control	<input type="checkbox"/>	Elevator	<input type="checkbox"/>	Laboratory Utility	<input type="checkbox"/>	Sanitary Sewer
	<input type="checkbox"/>	Electric Power	<input type="checkbox"/>	Heating Ventilation & A/C (HVAC)	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	Domestic Water
	<input type="checkbox"/>	Building Space/Entrances/ Occupant Flow	<input type="checkbox"/>	Telephone/IT	<input type="checkbox"/>	Fumehood	<input type="checkbox"/>	Cooler/Freezer
	<input type="checkbox"/>	Emergency Power <small>(Life Safety Approval required)</small>	<input type="checkbox"/>	Other <small>(Explain below)</small>				
Utility Outage <small>(If entire building is out)</small>	<input type="checkbox"/>	Electric Power	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	Sewer from Building	<input type="checkbox"/>	Domestic Water
	<input type="checkbox"/>	Hot Water <small>(Central Plant)</small>	<input type="checkbox"/>	Chilled Water <small>(Central Plant)</small>	<input type="checkbox"/>	Steam <small>(Central Plant)</small>	<input type="checkbox"/>	Other <small>(Explain Below)</small>
Outside Closures	<input type="checkbox"/>	Roadway	<input type="checkbox"/>	Sidewalk	<input type="checkbox"/>	Bike Lane	<input type="checkbox"/>	Waste Receptacle
	<input type="checkbox"/>	Parking Spaces	<input type="checkbox"/>	ADA Facilities	<input type="checkbox"/>	Traffic Signal	<input type="checkbox"/>	Other <small>(Explain below)</small>
Life Safety System Outage <small>(Required any time system or components are taken out of service)</small>	<input checked="" type="checkbox"/>	Fire Alarm	<input type="checkbox"/>	Fire Suppression System and/or Fire Pump	<input type="checkbox"/>	Special Hazards Range Hood	<input type="checkbox"/>	Fire Hydrant
	<input type="checkbox"/>	Fire watch required? <input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No <small>(Determined by Risk Management & Safety and University Engineer)</small>				Note: Device will only be off when IHC is in the area.		
Life Safety Notifications	<input type="checkbox"/>	Annual Fire Alarm Test and Inspection	<input type="checkbox"/>	Fire Suppression System Testing	<input type="checkbox"/>	Fire Alarm System Testing	<input type="checkbox"/>	Fire Alarm System Download
Notifications	<input type="checkbox"/>	Unplanned Outage	<input type="checkbox"/>	Preventative Maintenance	<input type="checkbox"/>	Risk Mgt. & Safety Inspection	<input type="checkbox"/>	Other <small>(Explain below)</small>

Description of Work Activity

IHC will be reframing a portion of the ceiling in room 1301 of Leach Science Center. The smoke detector associated will have to be removed and taken offline to accomplish our scope.

Building(s) or Location(s) Affected

Leach Science Center

Specific Space Affected (Room Numbers)

1301

How are the building clients or University stakeholders affected? What will they notice?

N/A

Schedule: Start Date: 6/26/25 Start Time: 6:00 am End Date: 7/25/25 End Time: 5:00 pm

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
		6/25/25						
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			
			Y	Elizabeth DeRuit	6/25/25			
Work Management								
Received By:		Date Received	Time Received	Date Notice Issued		Time Issued		
Melissa Ford		6/25/25	4:45pm	6/25/25		5:01pm		

Work Owner Signature: _____

Date 6/25/25

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 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

Ja'Vone Dixon

From: Bob Hix
Sent: Wednesday, June 25, 2025 4:33 PM
To: Ja'Vone Dixon; Michael Brackin; Nolan Yon; Elizabeth De Kruif; Jessica Covington
Cc: Eric Moore
Subject: RE: 23-385 Outage

Ja'Vone,
You can take this device off line for the duration of the project.
The device will need to be tested when it is brought back online.
I approve of the outage
Bob

Bob Hix, P.E.

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

From: Ja'Vone Dixon <jed0021@auburn.edu>
Sent: Tuesday, June 24, 2025 1:59 PM
To: Bob Hix <hixjame@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: Re: 23-385 Outage

Bob,

I am sure there are other devices in the area, but the project area has a completely different ceiling system than the rest of the space. The entire room will not be offline; my team only needs to reframe the noted location.

From: Bob Hix <hixjame@auburn.edu>
Sent: Tuesday, June 24, 2025 12:19 PM
To: Ja'Vone Dixon <jed0021@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: RE: 23-385 Outage

Ja'Vone,
Are there other SD located in the area?
Will the room be off-line? i.e. Only construction work in the space?

Bob Hix, P.E.

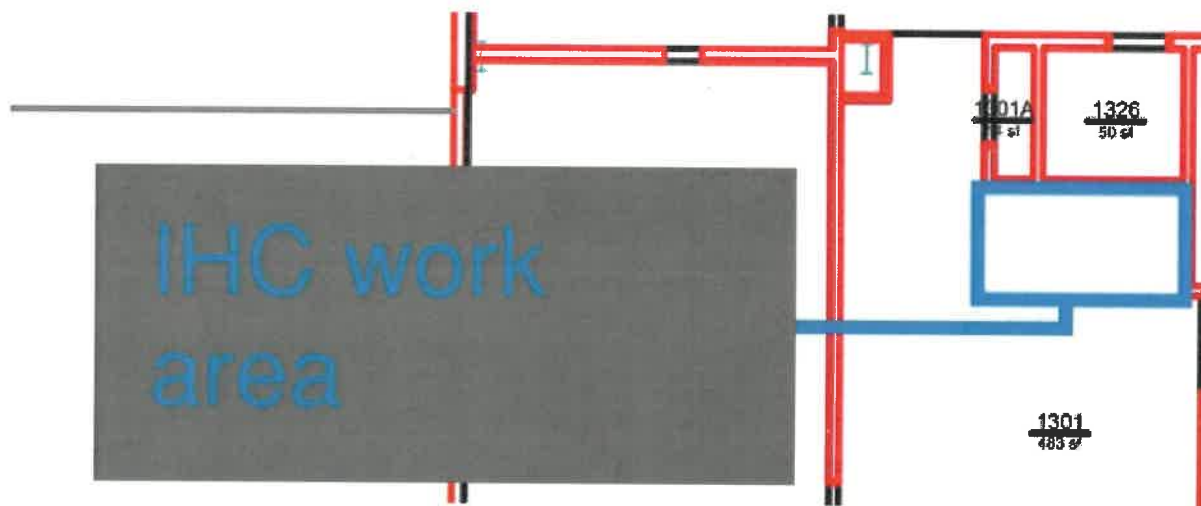
C: 334-740-8247 | bobhix@auburn.edu

From: Ja'Vone Dixon <jed0021@auburn.edu>
Sent: Tuesday, June 24, 2025 10:53 AM
To: Michael Brackin <brackmg@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: 23-385 Outage

Good morning,

IHC will be reframing the ceiling in the noted area, which will require the temporary removal and deactivation of the existing smoke detector. This outage is expected to span approximately one month. To maintain safety compliance, the smoke detector will be brought back online at the end of each workday before crews leave the site. Please reply to this email with your approval at your earliest convenience. If you have any questions or concerns, don't hesitate to reach out.

Thank you



Ja'Vone Dixon

From: Allen Landers
Sent: Wednesday, June 25, 2025 10:59 AM
To: Ja'Vone Dixon
Subject: Re: 23-385 Outage

I approve. Do you need a signature?

Allen L. Landers
Professor and Chair
Department of Physics
Leach Science Center
Auburn University
landeal@auburn.edu
334 844 4264
<https://aub.ie/LandersOffice>

From: Ja'Vone Dixon <jed0021@auburn.edu>
Sent: Wednesday, June 25, 2025 10:56:59 AM
To: Allen Landers <landeal@auburn.edu>
Subject: FW: 23-385 Outage

Allen,

Are you able to approve this outage for me?

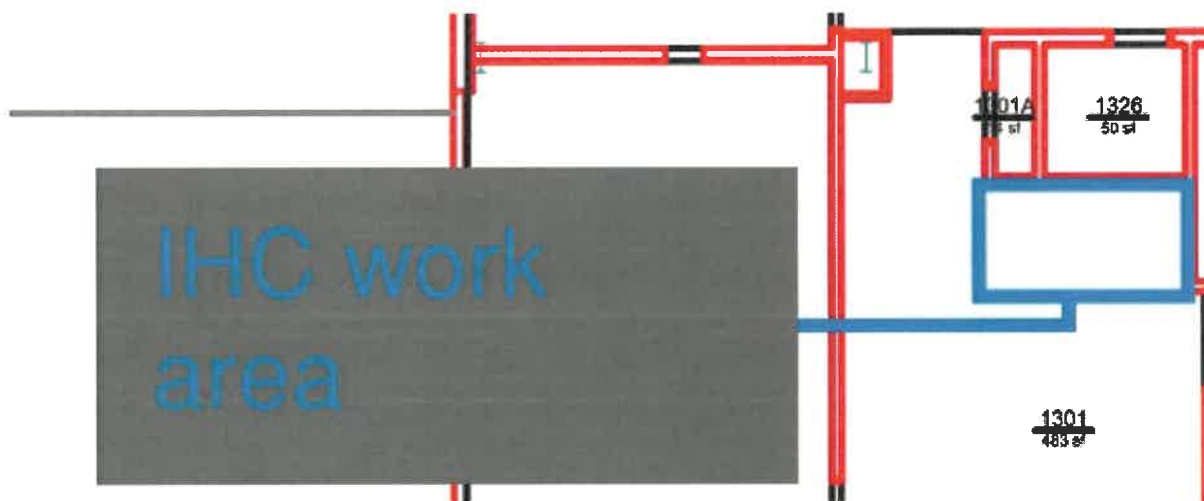
Thanks

From: Ja'Vone Dixon
Sent: Tuesday, June 24, 2025 10:53 AM
To: Michael Brackin <brackmg@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: 23-385 Outage

Good morning,

IHC will be reframing the ceiling in the noted area, which will require the temporary removal and deactivation of the existing smoke detector. This outage is expected to span approximately one month. To maintain safety compliance, the smoke detector will be brought back online at the end of each workday before crews leave the site. Please reply to this email with your approval at your earliest convenience. If you have any questions or concerns, don't hesitate to reach out.

Thank you



Ja'Vone Dixon

From: Michael Brackin
Sent: Wednesday, June 25, 2025 11:27 AM
To: Ja'Vone Dixon
Cc: Bob Hix; Nolan Yon; Elizabeth De Kruif; Jessica Covington
Subject: Re: 23-385 Outage

I approve the outage request as long as Bob approves it.
Sent from my iPhone

On Jun 25, 2025, at 10:56 AM, Ja'Vone Dixon <jed0021@auburn.edu> wrote:

Team,

Any updates on the approvals?

From: Ja'Vone Dixon <jed0021@auburn.edu>
Sent: Tuesday, June 24, 2025 1:59 PM
To: Bob Hix <hixjame@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: Re: 23-385 Outage

Bob,

I am sure there are other devices in the area, but the project area has a completely different ceiling system than the rest of the space. The entire room will not be offline; my team only needs to reframe the noted location.

From: Bob Hix <hixjame@auburn.edu>
Sent: Tuesday, June 24, 2025 12:19 PM
To: Ja'Vone Dixon <jed0021@auburn.edu>; Michael Brackin <brackmg@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: RE: 23-385 Outage

Ja'Vone,
Are there other SD located in the area?
Will the room be off-line? i.e. Only construction work in the space?

Bob Hix, P.E.
C: 334-740-8247 | bobhix@auburn.edu

From: Ja'Vone Dixon <jed0021@auburn.edu>
Sent: Tuesday, June 24, 2025 10:53 AM

To: Michael Brackin <brackmg@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: 23-385 Outage

Good morning,

IHC will be reframing the ceiling in the noted area, which will require the temporary removal and deactivation of the existing smoke detector. This outage is expected to span approximately one month. To maintain safety compliance, the smoke detector will be brought back online at the end of each workday before crews leave the site. Please reply to this email with your approval at your earliest convenience. If you have any questions or concerns, don't hesitate to reach out.

Thank you

<image001.png>