

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
	Josh Conradson							
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			Elizabeth De Kruif				
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: W. Reid Thackerson Date 6/27/25

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



Dumpster location

Area block off for lull

Sidewalk Close barricade

Telfair B. Peet Theatre

W Samford Ave

W Samford Ave

Google

2011

Duncan Dr



From: [Laura Sims](#)
To: [Reid Thackerson](#); [Andrew Spurlin](#); [Josh Conradson](#); [Eric Moore](#); [Scott McClure](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Kenneth Sullins](#); [Shane Johnson](#); [Patricia James](#); [Arishna Lastinger](#)
Subject: RE: 25-179 Parking/Sidewalk Outage Approvals
Date: Thursday, June 26, 2025 9:02:20 AM

Reid –

We approve, but I wanted to make note of a few things. The outage form mentions that the project will take 3 weeks to complete rather than the two weeks you mentioned originally. Since we have a musical theatre camp in the Peet Theatre July 14-18, we're hoping that the noise levels will be at a minimum by then. Also, please inform the workers that if they need to enter the building to access the roof or use the restrooms, we would appreciate it if they wouldn't block open the exterior door near the accessible parking spaces for safety reasons, especially when there are minors in the building.

Thanks,
Laura

Laura Sims
Director of Production
Auburn University Department of Theatre and Dance
O: 334.844.6617
laurasims@auburn.edu

From: Reid Thackerson <wrt0007@auburn.edu>
Sent: Thursday, June 26, 2025 8:12 AM
To: Laura Sims <lks0064@auburn.edu>; Andrew Spurlin <jas0250@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
Subject: 25-179 Parking/Sidewalk Outage Approvals

All,

Please review the attached outage form for project 25-179 for a partial sidewalk and parking spot outage at Peet Theater from 6/30/25 – 7/18/25. The outage is for the contractor to safely park and operate a lull to remove demolished masonry from the roof of Peet Theater. See attached logistics map for reference.

If you approve, please respond to this email with your approval.

Thanks,

Reid Thackerson

Design & Construction Project Manager III

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 256-724-1212 | wrt0007@auburn.edu

From: [Bob Hix](#)
To: [Reid Thackerson](#); [Laura Sims](#); [Andrew Spurlin](#); [Josh Conradson](#); [Eric Moore](#); [Scott McClure](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Kenneth Sullins](#); [Shane Johnson](#); [Patricia James](#); [Arishna Lastinger](#)
Subject: RE: 25-179 Parking/Sidewalk Outage Approvals
Date: Thursday, June 26, 2025 10:08:12 AM

Approved

Bob Hix, P.E.

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

From: Reid Thackerson <wrt0007@auburn.edu>
Sent: Thursday, June 26, 2025 8:12 AM
To: Laura Sims <lks0064@auburn.edu>; Andrew Spurlin <jas0250@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
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If you approve, please respond to this email with your approval.

Thanks,

Reid Thackerson

Design & Construction Project Manager III

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 256-724-1212 | wrt0007@auburn.edu

From: [Josh Conradson](#)
To: [Kenneth Sullins](#); [Reid Thackerson](#); [Laura Sims](#); [Andrew Spurlin](#); [Eric Moore](#); [Scott McClure](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Shane Johnson](#); [Patricia James](#); [Arishna Lastinger](#)
Subject: RE: 25-179 Parking/Sidewalk Outage Approvals
Date: Thursday, June 26, 2025 11:20:24 AM

Reid,

I approve this 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: Kenneth Sullins <sullike@auburn.edu>
Sent: Thursday, June 26, 2025 11:03 AM
To: Reid Thackerson <wrt0007@auburn.edu>; Laura Sims <lks0064@auburn.edu>; Andrew Spurlin <jas0250@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
Subject: RE: 25-179 Parking/Sidewalk Outage Approvals

I approve this

From: Reid Thackerson <wrt0007@auburn.edu>
Sent: Thursday, June 26, 2025 8:12 AM
To: Laura Sims <lks0064@auburn.edu>; Andrew Spurlin <jas0250@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
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If you approve, please respond to this email with your approval.

Thanks,

Reid Thackerson

Design & Construction Project Manager III

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 256-724-1212 | wrt0007@auburn.edu

From: [Matthew Wagner](#)
To: [Reid Thackerson](#)
Subject: RE: 25-179 Parking/Sidewalk Outage Approvals
Date: Friday, June 27, 2025 1:02:28 PM

Approved.

Matthew Wagner, MBA, PE

C: 334-750-7574 | mhwo007@auburn.edu

From: Reid Thackerson <wrt0007@auburn.edu>
Sent: Friday, June 27, 2025 10:29 AM
To: Matthew Wagner <mhw0007@auburn.edu>
Subject: FW: 25-179 Parking/Sidewalk Outage Approvals

Matt, please review.

Thanks,
Reid

From: Reid Thackerson
Sent: Thursday, June 26, 2025 8:12 AM
To: Laura Sims <lks0064@auburn.edu>; Andrew Spurlin <jas0250@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
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Thanks,
Reid Thackerson
Design & Construction Project Manager III
Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 256-724-1212 | wrt0007@auburn.edu

From: [Arishna Lastinger](#)
To: [Reid Thackerson](#); [Laura Sims](#); [Andrew Spurlin](#); [Josh Conradson](#); [Eric Moore](#); [Scott McClure](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Kenneth Sullins](#); [Shane Johnson](#); [Patricia James](#)
Subject: RE: 25-179 Parking/Sidewalk Outage Approvals
Date: Thursday, June 26, 2025 12:11:21 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Approved



Arishna Lastinger

Director
Parking Services
330 Lem Morrison Drive
O: 334.844.4196
ann0002@auburn.edu
auburn.edu/parking



From: Reid Thackerson <wrt0007@auburn.edu>
Sent: Thursday, June 26, 2025 8:12 AM
To: Laura Sims <lks0064@auburn.edu>; Andrew Spurlin <jas0250@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
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If you approve, please respond to this email with your approval.

Thanks,
Reid Thackerson
Design & Construction Project Manager III

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 256-724-1212 | wrt0007@auburn.edu

From: [Elizabeth De Kruif](#)
To: [Patricia James](#); [Reid Thackerson](#); [Laura Sims](#); [Andrew Spurlin](#); [Josh Conradson](#); [Eric Moore](#); [Scott McClure](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Kenneth Sullins](#); [Shane Johnson](#); [Arishna Lastinger](#)
Subject: Re: 25-179 Parking/Sidewalk Outage Approvals
Date: Thursday, June 26, 2025 12:56:08 PM
Attachments: [image.png](#)

Hey Reid,

I approve.

thanks,



Elizabeth De Kruif, CIH
University Industrial Hygienist

erd0023@auburn.edu
334-734-0469
1161 W. Samford Ave., Bldg. 9, Auburn, AL 36849

From: Patricia James <pmr0015@auburn.edu>
Date: Thursday, June 26, 2025 at 12:38 PM
To: Reid Thackerson <wrt0007@auburn.edu>, Laura Sims <lks0064@auburn.edu>, Andrew Spurlin <jas0250@auburn.edu>, Josh Conradson <conrajr@auburn.edu>, Eric Moore <jem0028@auburn.edu>, Scott McClure <mccluws@auburn.edu>, Bob Hix <hixjame@auburn.edu>, Nolan Yon <yonbenj@auburn.edu>, Jessica Covington <jlc0105@auburn.edu>, Elizabeth De Kruif <erd0023@auburn.edu>, Kenneth Sullins <sullike@auburn.edu>, Shane Johnson <johnsha@auburn.edu>, Arishna Lastinger <ann0002@auburn.edu>
Subject: RE: 25-179 Parking/Sidewalk Outage Approvals

Yes, I approve.

From: Reid Thackerson <wrt0007@auburn.edu>
Sent: Thursday, June 26, 2025 8:12 AM
To: Laura Sims <lks0064@auburn.edu>; Andrew Spurlin <jas0250@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
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If you approve, please respond to this email with your approval.

Thanks,

Reid Thackerson

Design & Construction Project Manager III

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 256-724-1212 | wrt0007@auburn.edu

From: [Patricia James](#)
To: [Reid Thackerson](#); [Laura Sims](#); [Andrew Spurlin](#); [Josh Conradson](#); [Eric Moore](#); [Scott McClure](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Kenneth Sullins](#); [Shane Johnson](#); [Arishna Lastinger](#)
Subject: RE: 25-179 Parking/Sidewalk Outage Approvals
Date: Thursday, June 26, 2025 12:38:12 PM

Yes, I approve.

From: Reid Thackerson <wrt0007@auburn.edu>
Sent: Thursday, June 26, 2025 8:12 AM
To: Laura Sims <lks0064@auburn.edu>; Andrew Spurlin <jas0250@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
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Thanks,
Reid Thackerson
Design & Construction Project Manager III
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 256-724-1212 | wrt0007@auburn.edu

From: [Kenneth Sullins](#)
To: [Reid Thackerson](#); [Laura Sims](#); [Andrew Spurlin](#); [Josh Conradson](#); [Eric Moore](#); [Scott McClure](#); [Bob Hix](#); [Nolan Yon](#); [Jessica Covington](#); [Elizabeth De Kruif](#); [Shane Johnson](#); [Patricia James](#); [Arishna Lastinger](#)
Subject: RE: 25-179 Parking/Sidewalk Outage Approvals
Date: Thursday, June 26, 2025 11:03:00 AM

I approve this

From: Reid Thackerson <wrt0007@auburn.edu>
Sent: Thursday, June 26, 2025 8:12 AM
To: Laura Sims <lks0064@auburn.edu>; Andrew Spurlin <jas0250@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
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