

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

Work Owner Signature: Tyler Hand Date

From: [Bob Hix](#)
To: [Tyler Hand](#); [John Hornbuckle](#); [David Simon](#)
Cc: [Jason Matheric](#); [Daniel Walter](#); [Nate Webb](#)
Subject: RE: 22-007 - Lowder Hall Advising Suite - Fire Alarm Pretest
Date: Thursday, July 10, 2025 3:50:21 PM

Approved

Bob Hix, P.E.

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

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Thursday, July 10, 2025 1:47 PM
To: John Hornbuckle <jrh0096@auburn.edu>; David Simon <simonda@auburn.edu>
Cc: Bob Hix <hixjame@auburn.edu>; Jason Matheric <jason.michael.matheric@jci.com>; Daniel Walter <wdaniel@webbconstruction.net>; Nate Webb <nate@webbconstruction.net>
Subject: 22-007 - Lowder Hall Advising Suite - Fire Alarm Pretest

John/David,

See the attached outage request for a Fire Alarm Pretest at the Advising Suite.

The audible alarm will briefly sound then it will be silent but the strobes will remain flashing for a short time.

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

I will need to send another email for the test that will be next Friday at 8:00.

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: [David Simon](#)
To: [Tyler Hand](#); [John Hornbuckle](#)
Subject: Re: 22-007 - Lowder Hall Advising Suite - Fire Alarm Pretest
Date: Friday, July 11, 2025 8:33:45 AM

I am fine with it and plan to be around for the test if that is ok/needed.



David Simon '06

Sr. Audio Visual Systems Engineer
ITS, Harbert College of Business
[3047D Horton Hardgrave Hall](#)
[Auburn University, AL 36849](#)
O: [334.844.2945](tel:334.844.2945)
simonda@auburn.edu
harbert.auburn.edu/

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Friday, July 11, 2025 8:30:04 AM
To: John Hornbuckle <jrh0096@auburn.edu>; David Simon <simonda@auburn.edu>
Subject: FW: 22-007 - Lowder Hall Advising Suite - Fire Alarm Pretest

Guys,

Do you approve?

I'll be sending another for the test.

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: Tyler Hand
Sent: Thursday, July 10, 2025 1:47 PM
To: John Hornbuckle <jrh0096@auburn.edu>; David Simon <simonda@auburn.edu>
Cc: Bob Hix <hixjame@auburn.edu>; Jason Matheric <jason.michael.matheric@jci.com>; Daniel