

## Planned Outage and Interruption Request

Work Owner \_\_\_\_\_ Organization \_\_\_\_\_ Phone \_\_\_\_\_

Onsite Contact \_\_\_\_\_ Phone \_\_\_\_\_

Project # \_\_\_\_\_ Customer Request \_\_\_\_\_ WO Number \_\_\_\_\_

### Select Interruption Type:

<b>Building System Outage or Space Closure</b> <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>				
<b>Utility Outage</b> <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>
<b>Outside Closures</b>		Roadway		Sidewalk		Bike Lane		Waste Receptacle
		Parking Spaces		ADA Facilities		Traffic Signal		Other <small>(Explain below)</small>
<b>Life Safety System Outage</b> <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 &amp; Safety and University Engineer)</small>				Note:		
<b>Life Safety Notifications</b>		Annual Fire Alarm Test and Inspection		Fire Suppression System Testing		Fire Alarm System Testing		Fire Alarm System Download
<b>Notifications</b>		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			
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature:  Date \_\_\_\_\_

## John Bumpers

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**From:** Kenneth Sullins  
**Sent:** Friday, July 11, 2025 3:53 PM  
**To:** John Bumpers; Josh Conradson; Ryan Harris  
**Cc:** C Wagoner  
**Subject:** RE: 24-475 - Melton Student Center Heating Water Outage - 07/16/2025

I approve

---

**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Friday, July 11, 2025 11:36 AM  
**To:** Josh Conradson <conrajr@auburn.edu>; Ryan Harris <rhc0072@auburn.edu>  
**Cc:** Kenneth Sullins <sullike@auburn.edu>; C Wagoner <cbw0021@auburn.edu>  
**Subject:** 24-475 - Melton Student Center Heating Water Outage - 07/16/2025

Hey everyone –

We're planning a heating water outage over at the Melton Student Center so a new VAV unit can be tied in over offices 1203/1206. As of now, our target date for this work is 07/16 from 8:00am to 4:00pm. We have been unable to locate any shutoff valves that would allow us to isolate a quadrant of the building, so we may be required to shut down the pumps and drain the system.

@Josh Conradson – We've entered a work order for Zone 4 to assist us with this outage, #25-786093. The original schedule was for this week, but we decided to reschedule as this turned out to be much more than anticipated originally; I have updated the work order to reflect the new schedule. We are asking for Maintenance's assistance with shutting down the heating water from the pump room and draining the system. Or, if you all happen to know where valves are located that we are missing, maybe we can avoid draining the building. Feel free to give me a call if we need to discuss this one in greater detail.

Outside of our continuing coordination on this effort, if this outage is approved, please respond to this email with your approval or reach out with any questions or concerns!

Thank you,

**John Bumpers**

*Project Manager – Construction Management*

**Auburn University Facilities Management**

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.1465 | [JKB0007@auburn.edu](mailto:JKB0007@auburn.edu)

## John Bumpers

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**From:** C Wagoner  
**Sent:** Friday, July 11, 2025 1:11 PM  
**To:** John Bumpers; Josh Conradson; Ryan Harris  
**Cc:** Kenneth Sullins; Bart Jones; Dustin Townsend  
**Subject:** RE: 24-475 - Melton Student Center Heating Water Outage - 07/16/2025

Zone 4 approves.

We will assist any way we can.



### C. Burke Wagoner

Zone 4 Supervisor

Auburn University Facilities Maintenance

1161 W. Samford Ave

O: 334.734.0937

[cbw0021@auburn.edu](mailto:cbw0021@auburn.edu)

[fm.auburn.edu](http://fm.auburn.edu)



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**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Friday, July 11, 2025 11:36 AM  
**To:** Josh Conradson <conrajr@auburn.edu>; Ryan Harris <rch0072@auburn.edu>  
**Cc:** Kenneth Sullins <sullike@auburn.edu>; C Wagoner <cbw0021@auburn.edu>  
**Subject:** 24-475 - Melton Student Center Heating Water Outage - 07/16/2025

Hey everyone –

We're planning a heating water outage over at the Melton Student Center so a new VAV unit can be tied in over offices 1203/1206. As of now, our target date for this work is 07/16 from 8:00am to 4:00pm. We have been unable to locate any shutoff valves that would allow us to isolate a quadrant of the building, so we may be required to shut down the pumps and drain the system.

[@Josh Conradson](#) – We've entered a work order for Zone 4 to assist us with this outage, #25-786093. The original schedule was for this week, but we decided to reschedule as this turned out to be much more

## John Bumpers

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**From:** Taylor Dyleski  
**Sent:** Tuesday, July 15, 2025 4:00 PM  
**To:** John Bumpers  
**Subject:** Re: 24-475 - Melton Student Center Heating Water Outage - 07/16/2025

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Approved by student center!

### Taylor Dyleski

*Asst. Director of Student Affairs Operations*

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Auburn University

255 Heisman Dr, Suite 3231 • Auburn, AL 36849  
334-844-1307 (office) 334-707-3956 (cell)  
[tcd0007@auburn.edu](mailto:tcd0007@auburn.edu)



STUDENT AFFAIRS

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**From:** John Bumpers <jkb0007@auburn.edu>  
**Date:** Tuesday, July 15, 2025 at 3:59 PM  
**To:** Taylor Dyleski <tcd0007@auburn.edu>  
**Subject:** Fw: 24-475 - Melton Student Center Heating Water Outage - 07/16/2025

Hey Taylor -

Would you mind sending over an approval for the outage we talked about previously for the heating water? The outage form with details on the work is attached for your reference, but if you could respond to this email with your approval then we'll make sure we have everything in place for tomorrow.

Thanks!

### John Bumpers

Auburn University Facilities Management

C: 334.734.1465 | [JKBoo07@auburn.edu](mailto:JKBoo07@auburn.edu)

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**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Friday, July 11, 2025 11:36 AM  
**To:** Josh Conradson <conrajr@auburn.edu>; Ryan Harris <rch0072@auburn.edu>  
**Cc:** Kenneth Sullins <sullike@auburn.edu>; C Wagoner <cbw0021@auburn.edu>  
**Subject:** 24-475 - Melton Student Center Heating Water Outage - 07/16/2025

Hey everyone –

## John Bumpers

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**From:** Josh Conradson  
**Sent:** Friday, July 11, 2025 1:38 PM  
**To:** C Wagoner; John Bumpers; Ryan Harris  
**Cc:** Kenneth Sullins; Bart Jones; Dustin Townsend  
**Subject:** RE: 24-475 - Melton Student Center Heating Water Outage - 07/16/2025

John,

I approve this outage. I appreciate you communicating with us thoroughly as always.

**Joshua R. Conradson, M.Ed, PMP, CEFM**

*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](mailto:conrajr@auburn.edu)

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**From:** C Wagoner <[cbw0021@auburn.edu](mailto:cbw0021@auburn.edu)>  
**Sent:** Friday, July 11, 2025 1:11 PM  
**To:** John Bumpers <[jkb0007@auburn.edu](mailto:jkb0007@auburn.edu)>; Josh Conradson <[conrajr@auburn.edu](mailto:conrajr@auburn.edu)>; Ryan Harris <[rhc0072@auburn.edu](mailto:rhc0072@auburn.edu)>  
**Cc:** Kenneth Sullins <[sullike@auburn.edu](mailto:sullike@auburn.edu)>; Bart Jones <[jonesba@auburn.edu](mailto:jonesba@auburn.edu)>; Dustin Townsend <[djt0033@auburn.edu](mailto:djt0033@auburn.edu)>  
**Subject:** RE: 24-475 - Melton Student Center Heating Water Outage - 07/16/2025

Zone 4 approves.

We will assist any way we can.



**C. Burke Wagoner**

Zone 4 Supervisor

Auburn University Facilities Maintenance

1161 W. Samford Ave

O: 334.734.0937

[cbw0021@auburn.edu](mailto:cbw0021@auburn.edu)

[fm.auburn.edu](http://fm.auburn.edu)



## John Bumpers

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**From:** Wendy Peacock  
**Sent:** Tuesday, July 15, 2025 4:18 PM  
**To:** John Bumpers  
**Subject:** RE: 24-475 - Melton Heating Water Outage - 07/16/2025

Approved



**Wendy Peacock, MBC, PMP, CEFM**  
Director Construction Management  
Planning, Design & Construction  
1161 W Samford Ave, Auburn, AL 36849  
O: 334.734.0158  
[wkp0003@auburn.edu](mailto:wkp0003@auburn.edu)  
[fm.auburn.edu](mailto:fm.auburn.edu)



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**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Tuesday, July 15, 2025 4:11 PM  
**To:** Wendy Peacock <wkp0003@auburn.edu>  
**Subject:** 24-475 - Melton Heating Water Outage - 07/16/2025

Hey Wendy –

The attached outage form is for a heating water outage that we have been coordinating for the past few days. This outage is scheduled to take place tomorrow, 07/16, from 8:00am to 4:00pm, and will require draining the HVAC heating water in the building to get plumbing/installed installed for a new VAV. We have a work order in for Zone 4 assistance with draining the system and have coordinated the outage with them as well.

Please let me know if this one is approved or if you have any questions about it, and if everything looks good then I'll get this one submitted to Work Management for execution!

Thank you,

**John Bumpers**  
*Project Manager – Construction Management*  
**Auburn University Facilities Management**  
1161 W Samford Ave, Auburn University, AL 36849  
C: 334.734.1465 | [JKB0007@auburn.edu](mailto:JKB0007@auburn.edu)

## John Bumpers

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**From:** Ryan Harris  
**Sent:** Friday, July 11, 2025 1:40 PM  
**To:** John Bumpers; Josh Conradson  
**Cc:** Kenneth Sullins; C Wagoner  
**Subject:** Re: 24-475 - Melton Student Center Heating Water Outage - 07/16/2025

Approved

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**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Friday, July 11, 2025 11:36 AM  
**To:** Josh Conradson <conrajr@auburn.edu>; Ryan Harris <rch0072@auburn.edu>  
**Cc:** Kenneth Sullins <sullike@auburn.edu>; C Wagoner <cbw0021@auburn.edu>  
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Thank you,

**John Bumpers**

*Project Manager – Construction Management*

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