

## Planned Outage and Interruption Request

Work Owner Ja'Vone Dixon Organization IHC Phone 3347072036

Onsite Contact Charles Locke Phone \_\_\_\_\_

Project # 24-607 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>	<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>				
<b>Utility Outage</b> <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>
<b>Outside Closures</b>	<input type="checkbox"/>	Roadway	<input checked="" 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>
<b>Life Safety System Outage</b> <small>(Required any time system or components are taken out of service)</small>	<input 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 type="checkbox"/> Yes or <input type="checkbox"/> No <small>(Determined by Risk Management &amp; Safety and University Engineer)</small>				Note: _____		
<b>Life Safety Notifications</b>	<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
<b>Notifications</b>	<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

Ark Remediation will be using a lift to scrape the lead paint off the windows on the west side of the building. The sidewalk nearest Mary Martin will need to be blocked off to ensure safety of students and staff.

### Building(s) or Location(s) Affected

West sidewalk of Mary Martin

### Specific Space Affected (Room Numbers)

N/A

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

People will not be able to walk or use the bike racks on the west side of Mary Martin

Schedule: Start Date: 7/15/25 Start Time: 1:00 pm End Date: 7/25/25 End Time: 3:00 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								
<b>Maintenance</b>			<b>Utility and Energy</b>			<b>Design &amp; Construction</b>		
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date
<input checked="" type="checkbox"/>	<i>[Signature]</i>	7/15/25						
<b>Campus Services/Landscape</b>								
Approval Required?	Approved By:	Date						
For Life Safety Systems								
<b>University Engineer</b>			<b>Risk Management and Safety</b>					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
Work Management								
Received By:		Date Received	Time Received	Date Notice Issued		Time Issued		
<i>[Signature]</i>		7/15/25	4:40pm	7/15/25		5:00pm		

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



## Ja'Vone Dixon

---

**From:** Kristi Rendleman  
**Sent:** Tuesday, July 15, 2025 9:31 AM  
**To:** Ja'Vone Dixon; Julie Huff; Melissa Irvin Howell; Taylor Dyleski; Steve Glennon; Amy Douglas; Jennifer Lashley; Amanda Young; Arishna Lastinger  
**Subject:** RE: 24-607 Sidewalk Outage

Approved on behalf of the Office of the Provost



**Kristi Rendleman**  
Executive Support Specialist  
Office of the Provost  
301 Samford Hall  
T: 334.844.5771  
[Klr0069@auburn.edu](mailto:Klr0069@auburn.edu)

---

**From:** Ja'Vone Dixon <jed0021@auburn.edu>  
**Sent:** Tuesday, July 15, 2025 7:59 AM  
**To:** Julie Huff <hilljul@auburn.edu>; Kristi Rendleman <klr0069@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>; Taylor Dyleski <tcd0007@auburn.edu>; Steve Glennon <glenns1@auburn.edu>; Amy Douglas <douglak@auburn.edu>; Jennifer Lashley <jhl0003@auburn.edu>; Amanda Young <aky0011@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>  
**Subject:** 24-607 Sidewalk Outage

Good morning,

As most of you know, Ark Remediation is working on the outside of Mary Martin Hall scraping lead paint off the windows on the west side of the building. Ark plans to bring in a lift after lunch today to reach the windows on the upper floors of the building. In order to keep people on campus safe, I would like to block off the sidewalk on the west side of Mary Martin. This outage is scheduled to start at 1:00 pm today and end on 7/25 at 3:00 pm. If each of you would respond to this email with your approval, that would be greatly appreciated. If anyone has any questions or concerns, please reach out.

Thank you!



## Ja'Vone Dixon

---

**From:** Melissa Irvin Howell  
**Sent:** Tuesday, July 15, 2025 9:38 AM  
**To:** Ja'Vone Dixon  
**Subject:** RE: 24-607 Sidewalk Outage

Approved on behalf of Student Affairs.

Thank you.

**Melissa Irvin Howell**  
*Director*  
*Melton Student Center*

---

*Auburn University*  
*255 Heisman Drive, Suite 3231 • Auburn, AL 36849*  
*334-844-1300 (office)*  
*[howelmi@auburn.edu](mailto:howelmi@auburn.edu)*  
*[studentaffairs.auburn.edu](mailto:studentaffairs.auburn.edu)*



**STUDENT AFFAIRS**

---

**From:** Ja'Vone Dixon <jed0021@auburn.edu>  
**Sent:** Tuesday, July 15, 2025 7:59 AM  
**To:** Julie Huff <hilljul@auburn.edu>; Kristi Rendleman <klr0069@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>; Taylor Dyleski <tcd0007@auburn.edu>; Steve Glennon <glenns1@auburn.edu>; Amy Douglas <douglak@auburn.edu>; Jennifer Lashley <jhl0003@auburn.edu>; Amanda Young <aky0011@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>  
**Subject:** 24-607 Sidewalk Outage

Good morning,

As most of you know, Ark Remediation is working on the outside of Mary Martin Hall scraping lead paint off the windows on the west side of the building. Ark plans to bring in a lift after lunch today to reach the windows on the upper floors of the building. In order to keep people on campus safe, I would like to block off the sidewalk on the west side of Mary Martin. This outage is scheduled to start at 1:00 pm today and end on 7/25 at 3:00 pm. If each of you would respond to this email with your approval, that would be greatly appreciated. If anyone has any questions or concerns, please reach out.

Thank you!





## Ja'Vone Dixon

---

**From:** Arishna Lastinger  
**Sent:** Tuesday, July 15, 2025 2:01 PM  
**To:** Ja'Vone Dixon  
**Subject:** RE: 24-607 Sidewalk Outage

Parking Services approves.



**Arishna Lastinger**  
Director  
Parking Services  
330 Lem Morrison Drive  
O: 334.844.4196  
[ann0002@auburn.edu](mailto:ann0002@auburn.edu)  
[auburn.edu/parking](http://auburn.edu/parking)



---

**From:** Ja'Vone Dixon <jed0021@auburn.edu>  
**Sent:** Tuesday, July 15, 2025 7:59 AM  
**To:** Julie Huff <hilljul@auburn.edu>; Kristi Rendleman <klr0069@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>; Taylor Dyleski <tcd0007@auburn.edu>; Steve Glennon <glenns1@auburn.edu>; Amy Douglas <douglak@auburn.edu>; Jennifer Lashley <jhl0003@auburn.edu>; Amanda Young <aky0011@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>  
**Subject:** 24-607 Sidewalk Outage

Good morning,

As most of you know, Ark Remediation is working on the outside of Mary Martin Hall scraping lead paint off the windows on the west side of the building. Ark plans to bring in a lift after lunch today to reach the windows on the upper floors of the building. In order to keep people on campus safe, I would like to block off the sidewalk on the west side of Mary Martin. This outage is scheduled to start at 1:00 pm today and end on 7/25 at 3:00 pm. If each of you would respond to this email with your approval, that would be greatly appreciated. If anyone has any questions or concerns, please reach out.

Thank you!

