

## 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								
<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
	McClure						Spurlin	
<b>Campus Services/Landscape</b>								
Approval Required?	Approved By:	Date						
	Ryan							
	Harris							
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	

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

#	Building	Time
353	Village Bldg #1 Magnolia	7/21/25 7:30-8:30 am
354	Village Bldg #2 Oak	7/21/25 8:30-9:30 am
355	Village Bldg #3 Willow	7/21/25 9:30-10:30 am
356	Village Bldg #4 Aubie	7/21/25 10:30-11:30 am
357	Village Bldg #5 Eagle	7/21/25 12:30-1:30 pm
358	Village Bldg #6 Tiger	7/21/25 1:30-2:30 pm
359	Village Bldg #7 Tallon	7/21/25 2:30-3:30 pm
360	Village Bldg #8 Plainsmen	7/21/25 4:30-5:30 pm
361	Village Dorms Dining hall	7/22/25 7:30-8:30 am
362	Village Dorms Dining hall	7/22/25 8:30-9:30 am
	Village Community room building	7/22/25 9:30-10:30 am

**From:** [Ryan Harris](#)  
**To:** [George Reese](#); [James Smith](#); [Scott McClure](#)  
**Subject:** Re: 24-426 Back flow preventer testing  
**Date:** Thursday, July 10, 2025 2:30:41 PM

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Approved.

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**From:** George Reese <reesegp@auburn.edu>  
**Sent:** Thursday, July 10, 2025 1:40 PM  
**To:** James Smith <jrs0092@auburn.edu>; Ryan Harris <rch0072@auburn.edu>; Scott McClure <mccluws@auburn.edu>  
**Subject:** 24-426 Back flow preventer testing

All, please see attached outage request for back flow preventer testing for Village Housing.  
Please respond via e-mail if you approve.  
Thanks

**George "Buster" Reese, P.E.**  
*Civil Engineer VI, Planning, Design, & Construction*  
**Auburn University Facilities Management**  
1161 W Samford Ave, Auburn University, AL 36849  
C: 334-703-7212 | [reesegp@auburn.edu](mailto:reesegp@auburn.edu)

**From:** [Scott McClure](#)  
**To:** [Ryan Harris](#); [George Reese](#); [James Smith](#)  
**Subject:** RE: 24-426 Back flow preventer testing  
**Date:** Thursday, July 10, 2025 3:10:42 PM

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I approve

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Best Regards,  
Scott McClure, PE, CEM  
Maintenance Engineer, Maintenance  
Auburn University Facilities Management  
[mccluws@auburn.edu](mailto:mccluws@auburn.edu)  
Cell: 404-966-5654

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**From:** Ryan Harris <[rhc0072@auburn.edu](mailto:rhc0072@auburn.edu)>  
**Sent:** Thursday, July 10, 2025 2:31 PM  
**To:** George Reese <[reesegp@auburn.edu](mailto:reesegp@auburn.edu)>; James Smith <[jrs0092@auburn.edu](mailto:jrs0092@auburn.edu)>; Scott McClure <[mccluws@auburn.edu](mailto:mccluws@auburn.edu)>  
**Subject:** Re: 24-426 Back flow preventer testing

Approved.

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**From:** George Reese <[reesegp@auburn.edu](mailto:reesegp@auburn.edu)>  
**Sent:** Thursday, July 10, 2025 1:40 PM  
**To:** James Smith <[jrs0092@auburn.edu](mailto:jrs0092@auburn.edu)>; Ryan Harris <[rhc0072@auburn.edu](mailto:rhc0072@auburn.edu)>; Scott McClure <[mccluws@auburn.edu](mailto:mccluws@auburn.edu)>  
**Subject:** 24-426 Back flow preventer testing

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Thanks

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1161 W Samford Ave, Auburn University, AL 36849  
C: 334-703-7212 | [reesegp@auburn.edu](mailto:reesegp@auburn.edu)

**From:** [James Smith](#)  
**To:** [George Reese](#)  
**Cc:** [Andrew Spurlin](#)  
**Subject:** RE: 24-426  
**Date:** Friday, July 11, 2025 8:15:28 AM  
**Attachments:** [image001.png](#)  
[image002.png](#)

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approved

**JAMES SMITH**

*Director Property Management*

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Auburn University

[JRS0092@auburn.edu](mailto:JRS0092@auburn.edu)

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

O: 334.844.4477 | M: 334.734.1546

909 Shug Jordan Parkway Auburn, University, AL, 36849



STUDENT AFFAIRS

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**From:** George Reese <reesegp@auburn.edu>  
**Sent:** Friday, July 11, 2025 8:14 AM  
**To:** James Smith <jrs0092@auburn.edu>  
**Cc:** Andrew Spurlin <jas0250@auburn.edu>  
**Subject:** 24-426

Roy,

Please review the attached outage request. We have set it up for the time frame we discussed.

Thanks

**George "Buster" Reese, P.E.**

*Civil Engineer VI, Planning, Design, & Construction*

**Auburn University Facilities Management**

1161 W Samford Ave, Auburn University, AL 36849

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