

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 (Only if part of a building is out, Check all that apply)		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 (Life Safety Approval required)		Other (Explain below)				
Utility Outage (If entire building is out)		Electric Power		Natural Gas		Sewer from Building		Domestic Water
		Hot Water (Central Plant)		Chilled Water (Central Plant)		Steam (Central Plant)		Other (Explain Below)
Outside Closures		Roadway		Sidewalk		Bike Lane		Waste Receptacle
		Parking Spaces		ADA Facilities		Traffic Signal		Other (Explain below)
Life Safety System Outage (Required any time system or components are taken out of service)		Fire Alarm		Fire Suppression System and/or Fire Pump		Special Hazards Range Hood		Fire Hydrant
		Fire watch required? Yes or No (Determined by Risk Management & Safety and University Engineer)				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 (Explain below)

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			

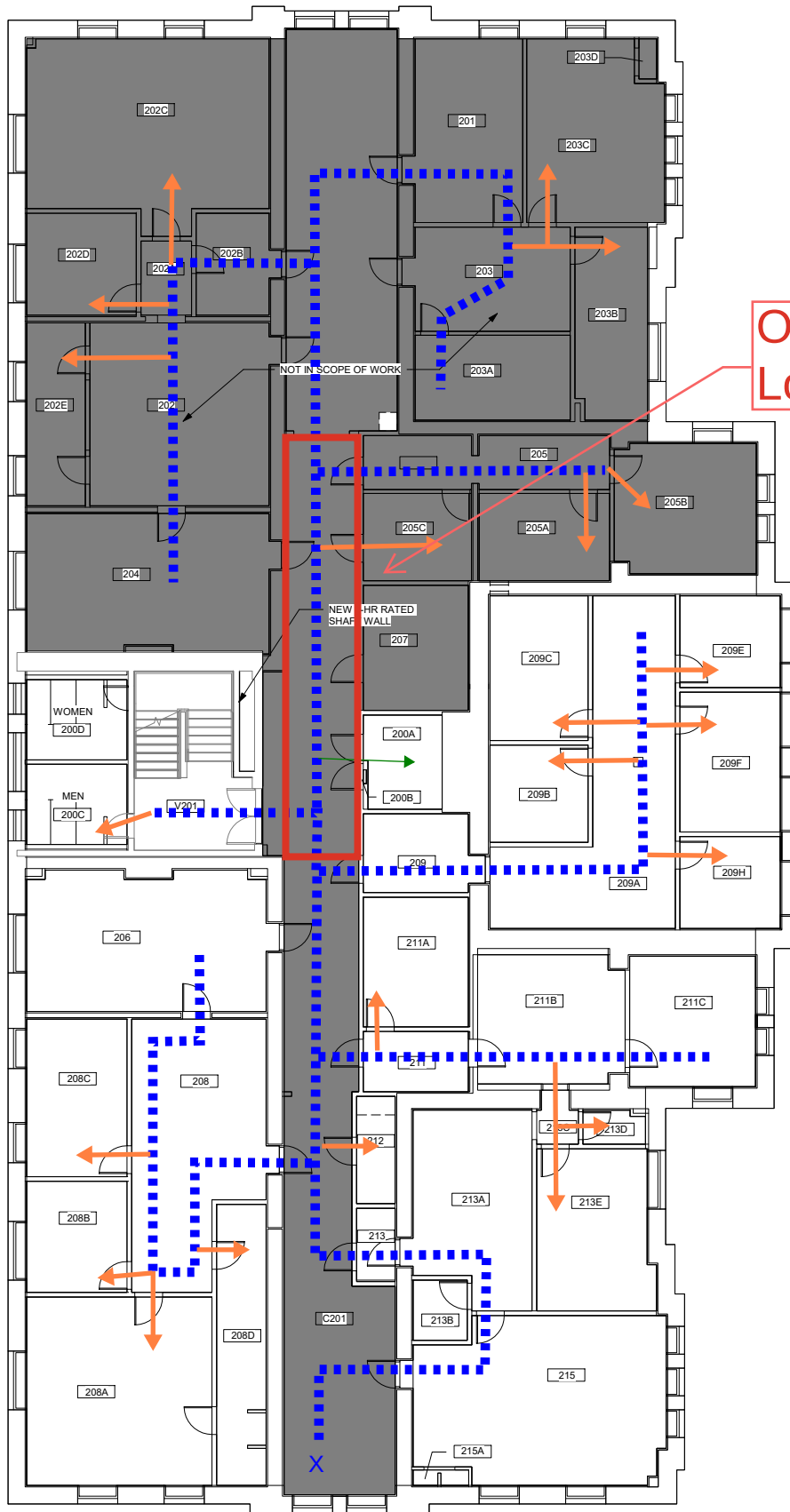
Client Approvals (Per Approval Matrix):

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
	Bruce Arnold						Wendy Peacock	
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
	Dee Sneed							
For Life Safety Systems								
University Engineer			Risk Management and Safety					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
	Bob Hix			Elizabeth De Kruijff				
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: Tyler Hand Date



Outage
Location

DEMOLITION NOTES:
1. DEMOLISH ALL CARPET & RUBBER BASE IN THE AREA
OF WORK.

..... Fire watch personnel
path of travel each
hour

→ Sight line into each
space



FACILITIES MANAGEMENT
CONSTRUCTION MANAGEMENT
FIRE WATCH SIGN-OFF FOR OUTAGES

FIRE WATCH SIGN-OFF SHEET

Project Name. Samford Hall 2nd Floor

Date: July 28 - July 28

Renovation AU Project #. 23-332

NAME	TIME WALKED	PHONE	COMMENTS

NAME	TIME WALKED	PHONE	COMMENTS

From: [Nolan Torbert](#)
To: [Tyler Hand](#); [Bob Hix](#); [Nolan Yon](#); [Dee Sneed](#); [Kristy Cannon](#); [Josh Conradson](#); [Eric Moore](#); [Bruce Arnold](#); [Elizabeth De Kruif](#); [Jessica Covington](#); [C Wagoner](#)
Cc: [Nick Woychak](#); [Terry Whitfield](#); [Tom Stuart](#)
Subject: Re: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage
Date: Tuesday, July 22, 2025 9:02:08 AM
Attachments: [Outlook-dup1hzsd.png](#)

I approve.

Nolan Torbert
Building Manager/Coordinator III
Facilities Management/Campus Services

Auburn University
Auburn, AL 36849
334-750-4352 (Office)
ntt0002@auburn.edu

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Tuesday, July 22, 2025 8:52 AM
To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>
Cc: Nick Woychak <nick@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>; Tom Stuart <tstuart@arkrem.com>
Subject: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage

All,

See the attached sprinkler outage.

The remaining portion of the 2nd floor will be vacant and the tenants will be working remotely from July 28 – August 11.

The lower level of heads will be plugged and the upper level will remain active.

Brendle is onboard.

Let me know if you approve of this outage.

From: [Dee Sneed](#)
To: [Tyler Hand](#); [Bob Hix](#); [Nolan Yon](#); [Kristy Cannon](#); [Josh Conradson](#); [Eric Moore](#); [Bruce Arnold](#); [Elizabeth De Kruif](#); [Jessica Covington](#); [Nolan Torbert](#); [C Wagoner](#)
Cc: [Nick Woychak](#); [Terry Whitfield](#); [Tom Stuart](#)
Subject: RE: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage
Date: Tuesday, July 22, 2025 9:05:40 AM
Attachments: [image001.png](#)

Campus Services approves.

Kind Regards,

Dee



Dee Sneed, MBA, CFP
Director, Campus Services
Facilities Management
334-844-9120 office
334-734-1826 cell

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Tuesday, July 22, 2025 8:52 AM
To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>
Cc: Nick Woychak <nick@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>; Tom Stuart <tstuart@arkrem.com>
Subject: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage
Importance: High

All,

See the attached sprinkler outage.

The remaining portion of the 2nd floor will be vacant and the tenants will be working remotely from July 28 – August 11.

The lower level of heads will be plugged and the upper level will remain active.

From: [Bruce Arnold](#)
To: [Tyler Hand](#); [Bob Hix](#); [Nolan Yon](#); [Dee Sneed](#); [Kristy Cannon](#); [Josh Conradson](#); [Eric Moore](#); [Elizabeth De Kruif](#); [Jessica Covington](#); [Nolan Torbert](#); [C Wagoner](#)
Cc: [Nick Woychak](#); [Terry Whitfield](#); [Tom Stuart](#)
Subject: RE: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage
Date: Tuesday, July 22, 2025 9:11:45 AM

I approve.

Bruce

Gary B. "Bruce" Arnold, CEFP

AU '83

Assistant Director, Maintenance

Facilities Management

Auburn University

Cell: 334-734-3225

Email: gba0004@auburn.edu

1161 West Samford Avenue

Auburn, AL 36849



From: Tyler Hand <tyler.hand@auburn.edu>

Sent: Tuesday, July 22, 2025 8:52 AM

To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>

Cc: Nick Woychak <nick@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>; Tom Stuart <tstuart@arkrem.com>

Subject: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage

Importance: High

All,

See the attached sprinkler outage.

nd

From: [C Wagoner](#)
To: [Dee Sneed](#); [Tyler Hand](#); [Bob Hix](#); [Nolan Yon](#); [Kristy Cannon](#); [Josh Conradson](#); [Eric Moore](#); [Bruce Arnold](#); [Elizabeth De Kruif](#); [Jessica Covington](#); [Nolan Torbert](#)
Cc: [Nick Woychak](#); [Terry Whitfield](#); [Tom Stuart](#)
Subject: Re: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage
Date: Tuesday, July 22, 2025 9:06:51 AM
Attachments: [image001.png](#)

Zone 4 approves

Burke

Get [Outlook for iOS](#)

From: Dee Sneed <deesneed@auburn.edu>
Sent: Tuesday, July 22, 2025 9:05:37 AM
To: Tyler Hand <tyler.hand@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>
Cc: Nick Woychak <nick@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>; Tom Stuart <tstuart@arkrem.com>
Subject: RE: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage

Campus Services approves.

Kind Regards,

Dee



Dee Sneed, MBA, CEFM
Director, Campus Services
Facilities Management
334-844-9120 office
334-734-1826 cell

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Tuesday, July 22, 2025 8:52 AM
To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Josh Conradson

From: [Bob Hix](#)
To: [Tyler Hand](#); [Nolan Yon](#); [Dee Sneed](#); [Kristy Cannon](#); [Josh Conradson](#); [Eric Moore](#); [Bruce Arnold](#); [Elizabeth De Kruif](#); [Jessica Covington](#); [Nolan Torbert](#); [C Wagoner](#)
Cc: [Nick Woychak](#); [Terry Whitfield](#); [Tom Stuart](#)
Subject: RE: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage
Date: Tuesday, July 22, 2025 9:37:48 AM

Approved

Bob Hix, P.E.

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

From: Tyler Hand <tyler.hand@auburn.edu>

Sent: Tuesday, July 22, 2025 8:52 AM

To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Nolan Torbert <ntt0002@auburn.edu>; C Wagoner <cbw0021@auburn.edu>

Cc: Nick Woychak <nick@jalett.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>; Tom Stuart <tstuart@arkrem.com>

Subject: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage

Importance: High

All,

See the attached sprinkler outage.

The remaining portion of the 2nd floor will be vacant and the tenants will be working remotely from July 28 – August 11.

The lower level of heads will be plugged and the upper level will remain active.

Brendle is onboard.

Let me know if you approve of this outage.

Thanks,

Tyler Hand

Project Manager, Construction Management
Auburn University Facilities Management
1161 W Samford Ave, Building One
Auburn University, AL 36849

From: [Elizabeth De Kruif](#)
To: [Bob Hix](#); [Tyler Hand](#); [Nolan Yon](#); [Dee Sneed](#); [Kristy Cannon](#); [Josh Conradson](#); [Eric Moore](#); [Bruce Arnold](#); [Jessica Covington](#); [Nolan Torbert](#); [C Wagoner](#)
Cc: [Nick Woychak](#); [Terry Whitfield](#); [Tom Stuart](#)
Subject: Re: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage
Date: Tuesday, July 22, 2025 10:23:45 AM
Attachments: [image001.png](#)

Approve.



Elizabeth De Kruif, CIH
University Industrial Hygienist

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

From: Bob Hix <hixjame@auburn.edu>
Date: Tuesday, July 22, 2025 at 9:37 AM
To: Tyler Hand <tyler.hand@auburn.edu>, Nolan Yon <yonbenj@auburn.edu>, Dee Sneed <deesneed@auburn.edu>, Kristy Cannon <kdf0019@auburn.edu>, Josh Conradson <conrajr@auburn.edu>, Eric Moore <jem0028@auburn.edu>, Bruce Arnold <gba0004@auburn.edu>, Elizabeth De Kruif <erd0023@auburn.edu>, Jessica Covington <jlc0105@auburn.edu>, Nolan Torbert <ntt0002@auburn.edu>, C Wagoner <cbw0021@auburn.edu>
Cc: Nick Woychak <nick@jalett.com>, Terry Whitfield <terry.brendlesprinkler@gmail.com>, Tom Stuart <tstuart@arkrem.com>
Subject: RE: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage

Approved

Bob Hix, P.E.

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

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Tuesday, July 22, 2025 8:52 AM
To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed

From: [Wendy Peacock](#)
To: [Tyler Hand](#); [Matthew Wagner](#)
Subject: RE: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage
Date: Tuesday, July 22, 2025 12:25:01 PM
Attachments: [image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

Approved



Wendy Peacock, MBC, PMP, CEFP
Director Construction Management
Planning, Design & Construction
1161 W Samford Ave, Auburn, AL 36849
O: 334.734.0158
wpk0003@auburn.edu
fm.auburn.edu



From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Tuesday, July 22, 2025 12:15 PM
To: Wendy Peacock <wpk0003@auburn.edu>; Matthew Wagner <mhw0007@auburn.edu>
Subject: FW: 23-332-Samford Hall Provost Suite - Corridor Sprinkler Outage

Guys,

See the attached approved outage.

Thanks,

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: Elizabeth De Kruif <erd0023@auburn.edu>
Sent: Tuesday, July 22, 2025 10:24 AM
To: Bob Hix <hixjame@auburn.edu>; Tyler Hand <tyler.hand@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon