

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
	Josh Conradson	7/22/2025					Wendy Peacock	7/22/2025
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 _____

Planned Outage and Interruption Request

Form Purpose

This form is required any time a planned outage, space closure or outside facility closure is needed. The intent is to document approval and provide the information necessary for concise communication of these events to the campus and others with need to know. It is also used to provide information necessary to communicate unplanned outages, Preventative Maintenance activities, and other events to the campus community.

The Work Owner is responsible for planning and scheduling the outage or closure, obtaining the necessary approvals, and submitting the completed form to Work Management. Work Management will then issue the communication to the appropriate campus stakeholders.

Information and Instructions

1. **Work Owner** – Individual responsible for conduct of the work requiring the interruption or outage. Include Auburn University Organization and cell phone number.
2. **Onsite Contact** – Individual directly responsible for the conduct of the work and typical will be on site during implementation. Include cell phone number.
3. **Project Number** – Auburn University Facilities project number if applicable
4. **Customer Request** – AiM Request number if applicable.
5. **WO Number** – AiM work order number if applicable.
6. **Interruption Type** – Select the system, component or space type that will be interrupted and out of service. Select all that apply, however if a utility outage is selected and the entire building will be interrupted do not select individual building systems. As example, do not select HVAC in a building if electric power will be off to the entire building.
7. **Life Safety System Outage** – Required if a life safety system or system component is taken out of service, or if any other system (domestic water, electric power) is taken out of service and prevents life safety system from functioning. Outages on life safety system require approval of Risk Management and Safety and University Engineer. They will determine if a fire watch will be required.
8. **Life Safety Notifications** - Used to communicate to building occupants and others when listed activities are taking place. No review or approval required.
9. **Notifications** - Used to communicate unplanned outages to campus. Can also be used to communicate Preventative Maintenance activities, Risk Management and Safety Inspections and Other activities as needed.
10. **Description of Work Activity** – Describe specifically what work will be performed during the outage.
11. **Building(s) or Location(s) Affected** – List all buildings affected using official university name. If outside space describe the location of the activity including buildings that will be directly impacted if necessary.
12. **Specific Space Affected** – Provide floor, room numbers, or area of the building that will be affected.
13. **How are the building clients or University stakeholders affected? What will they notice?** – Provide sentence on the specific impact of the outage and describe what University stakeholders will notice.
14. **Schedule** – Provide start and estimated end dates and times
15. **Planning Reviews** – Discussions conducted with designated individuals during the planning and scheduling phase of the outage or interruption. The review matrix defines the minimum reviews required, additional reviews may be required depending on the nature of the work. No signature or hard approval documentation is required for reviews.
16. **Client Approvals** – Obtain approval of Key Contact of all organizations with assigned space in affected buildings or in buildings near the work. Client approval can be documented with e mail or signature on the form. On short notice outages, verbal client approval is acceptable.
17. **Facilities Management Approvals** – Obtain necessary approval based on the type of outage and the required approvals from the approval matrix.
18. **Work Manager Signature** – Sign and date the form and submit to Work Management

Auburn University Facilities Management
Planned Outage and Interruption Review Matrix
R18 05/30/2023

Interruption or Outage		Maintenance		Utilities and Energy	
Interruption Classification	Type Interruption	Review Required	Reviewer(s)	Review Required	Reviewer(s)
Building System Interruption Building Space Closures	<i>All</i>	<i>Yes</i> <i>All</i>	<i>For Each Affected Building:</i> <i>Maintenance Zone Manager or</i> <i>Maintenance Zone Supervisor</i>	<i>No</i>	<i>N/A</i>
Utility Outage	<i>Electric Power</i>	<i>Yes</i> <i>All</i>	<i>For Each Affected Building:</i> <i>Maintenance Zone Manager or</i> <i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Electrical Distribution Supervisor:</i> <i>Keith Nall or Jonathan (Scott)</i> <i>Morgan</i>
	<i>Natural Gas</i>	<i>Yes</i> <i>All</i>	<i>For Each Affected Building:</i> <i>Maintenance Zone Manager or</i> <i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Utility Services Supervisor:</i> <i>Michial McCormick</i>
	<i>Water to Building</i>	<i>Yes</i> <i>All</i>	<i>For Each Affected Building:</i> <i>Maintenance Zone Manager or</i> <i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Utility Services Supervisor:</i> <i>Michial McCormick</i>
	<i>Sewer from Building</i>	<i>Yes</i> <i>All</i>	<i>For Each Affected Building:</i> <i>Maintenance Zone Manager or</i> <i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Utility Services Supervisor:</i> <i>Michial McCormick</i>
	<i>Chilled Water to Building</i> <i>(Central Plant)</i>	<i>Yes</i> <i>All</i>	<i>For Each Affected Building:</i> <i>Maintenance Zone Manager or</i> <i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Plant Operations Supervisor:</i> <i>Grant Kirby</i>
	<i>Hot Water to Building</i> <i>(Central Plant)</i>	<i>Yes</i> <i>All</i>	<i>For Each Affected Building:</i> <i>Maintenance Zone Manager or</i> <i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Plant Operations Supervisor:</i> <i>Grant Kirby</i>
	<i>Steam to Building</i> <i>(Central Plant)</i>	<i>Yes</i> <i>All</i>	<i>For Each Affected Building:</i> <i>Maintenance Zone Manager or</i> <i>Maintenance Zone Supervisor</i>	<i>Yes</i>	<i>Plant Operations Supervisor:</i> <i>Grant Kirby</i>
Outside Closures <i>Roadway</i> <i>Parking Spaces</i> <i>Sidewalk</i> <i>ADA Facilities</i> <i>Bike Lane</i> <i>Traffic Signal</i> <i>Waste Receptacle</i>	<i>All</i>	<i>No</i>	<i>N/A</i>	<i>No</i>	<i>N/A</i>
Life Safety Systems <i>Fire Alarm</i> <i>Sprinkler System and/or Fire Pump</i> <i>Special Hazards Systems</i>	<i>All</i>	<i>Yes</i> <i>All</i>	<i>For Each Affected Building:</i> <i>Maintenance Zone Manager or</i> <i>Maintenance Zone Supervisor</i> <i>Jonathan Cullars, Electrical Technical</i> <i>Advisor</i>	<i>No</i>	<i>N/A</i>
Notifications: <i>Unplanned Outage</i> <i>Preventative Maintenance</i> <i>Risk Mgt. & Safety Inspection</i> <i>Other</i>	<i>All</i>	<i>No</i>	<i>N/A</i>	<i>No</i>	<i>N/A</i>

Auburn University Facilities Management Planned Outage or Interruption Approval Matrix R21 06_02_2025														
	Maintenance Management		Utility Management		Construction Management		University Engineer		Campus Services/Landscape		Risk Management and Safety		Organization Affected By Work, Interruption, or Outage	
Interruption Classification	Is Approval Required?	Approvers	Is Approval Required?	Approvers	Is Approval Required?	Approvers	Is Approval Required?	Approvers	Is Approval Required?	Approvers	Is Approval Required?	Approvers	Is Approval Required?	Approvers ⁽²⁾
Building System Interruption Building Space Closures ⁽¹⁾	Yes On all	One of the following: Bruce Arnold Josh Conradson Eric Moore Scott McClure	No		Yes, limited Only those with Construction Management as Work Owner	One of the Following: Wendy Peacock Andrew Spurlin	No		Campus Services Yes On all Landscape No	Campus Services One of the following: Dee Sneed Kristy Cannon Ryan Harris	Yes, Limited to those with RM&S as Work Owner	One of the following: Elizabeth De Kruif Jessica Covington Jon Haney Evan Hamner	Yes	Key Contacts for all organizations with assigned space in affected building or in buildings near the work
Utility Outage ⁽²⁾	Yes On all	One of the following: Bruce Arnold Josh Conradson Eric Moore Scott McClure	Yes On all	One of the following: Ken Martin Ryan Landry Rob Engle	Yes, limited Only those with Construction Management as Work Owner	One of the Following: Wendy Peacock Andrew Spurlin	No		Campus Services Yes On all Landscape No	Campus Services One of the following: Dee Sneed Kristy Cannon Ryan Harris	No		Yes	Key Contacts for all organizations with assigned space in affected building or in building near the work, or owner of the service to be off (Landscape irrigation)
Outside Closures (Includes Parking Decks)	Yes, On all	One of the following: Bruce Arnold Josh Conradson Eric Moore Scott McClure	Yes, limited Only those with Utilities and Energy as Work Owner or client of project, or if closure affects direct access to Utility and Energy assets	One of the following: Ken Martin Ryan Landry Rob Engle	Yes, limited Only those with Construction Management as Work Owner	One of the Following: Wendy Peacock Andrew Spurlin	No		Campus Services No Landscape If any landscaped areas affected	Landscape One of the Following: Justin Sutton Ray Willett	No		Yes	Parking Services - Arishna Lastinger or Leslie Perry Tiger Transit- Chris Harris Affected Client if applicable as determined by Work Owner's approver
Life Safety System Outages Fire Alarm Sprinkler System and/or Fire Pump Special Hazards Systems Range Hoods	Yes On All	One of the following: Bruce Arnold Josh Conradson Eric Moore Scott McClure	No		Yes, limited Only those with Construction Management as Work Owner	One of the Following: Wendy Peacock Andrew Spurlin	Yes On all	One of the following: Bob Hix Nolan Yon	No		Yes On all	One of the following: Elizabeth De Kruif Jessica Covington Jon Haney Evan Hamner	Client approval only required if horn will sound or if activities in the building will be interrupted	
Life Safety System Notifications <i>Simplex Download</i> <i>Fire Suppression System Testing</i> <i>Fire Alarm System Testing</i>	No		No		Yes, limited Only those with Construction Management as Work Owner	One of the Following: Wendy Peacock Andrew Spurlin	Yes on any testing	One of the following: Bob Hix Nolan Yon	No		No		Client approval only required if horn will sound or if activities in the building will be interrupted	
Notifications <i>Emergency Interruption or Outage</i> <i>Unplanned Outage</i> <i>Preventative Maintenance, Other</i>	No		No		No		No		No		No		No	

Notes: (1) If Interruption or outage will result in an outage of Fire Alarm, Sprinkler and/or Fire Pump, Special Hazards System or Range Hood, then also follow Life Safety approval protocol.

(2) Approval from only one Key Contact is required for Client Approval

R20 07/26/2024

AU Project No. 25-044
Campus Wide - Roadway Patching For FY25

Roadway and Parking Closure
7/24/2025 - 8/8/2025

W. Magnolia Avenue

CLOSURE:
Beech Street
and portion of W. Thach Parking

W. Thach Avenue



From: [Arishna Lastinger](#)
To: [Nikki Preston](#)
Subject: RE: 25-044 Beech Street Repairs and Resurfacing
Date: Tuesday, July 22, 2025 9:42:52 AM
Attachments: [image001.jpg](#)

No worries! Approved!

Thanks!

Arishna Lastinger

Director
Parking Services
330 Lem Morrison Drive
O: 334.844.4196
ann0002@auburn.edu
auburn.edu/parking

From: Nikki Preston <hugheen@auburn.edu>
Sent: Tuesday, July 22, 2025 9:30 AM
To: Arishna Lastinger <ann0002@auburn.edu>
Subject: RE: 25-044 Beech Street Repairs and Resurfacing

Quick change! Just spoke with the contractor and he has a crew available this **Thursday 7/24**.
For supporting documentation, just want to ensure you approve this adjustment. Thanks!

Nikki Preston, P.E.

C: 334-734-1294 | hugheen@auburn.edu

From: Arishna Lastinger <ann0002@auburn.edu>
Sent: Monday, July 21, 2025 3:25 PM
To: Nikki Preston <hugheen@auburn.edu>
Subject: RE: 25-044 Beech Street Repairs and Resurfacing

Hi Nikki!

Approved!

Arishna Lastinger

Director
Parking Services
330 Lem Morrison Drive
O: 334.844.4196
ann0002@auburn.edu
auburn.edu/parking

From: Nikki Preston <hugheen@auburn.edu>
Sent: Monday, July 21, 2025 2:26 PM
To: Arishna Lastinger <ann0002@auburn.edu>
Subject: 25-044 Beech Street Repairs and Resurfacing

Hi Arishna!

We are planning to repair Beech Street before the fall semester begins. Construction activities will be from **Monday July 28, 2025 – Thursday August 14, 2025.**

Beech Street will be closed during this time and requires an outage for the small lot to the left as shown in the attachment. Please review and approve as a response to this email. As always, feel free to reach out with any questions or concerns.

FYI, I am also reaching out to Transit Services, and Campus Housing for their input and approval.

Thank you!

Nikki Preston, P.E.

Civil Engineer, Design Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334-734-1294 | hugheen@auburn.edu

From: [Chris Harris](#)
To: [Nikki Preston](#)
Subject: Re: FYI - Upcoming Roadway Project
Date: Tuesday, July 22, 2025 9:11:42 AM
Attachments: [image001.jpg](#)

Yes we can make that work. I am all for just getting it done.

Chris Harris
Director, Transportation Services
Auburn University
Cell - 334-707-3386
Email - cmh0170@auburn.edu

On Jul 22, 2025, at 09:06, Nikki Preston <hugheen@auburn.edu> wrote:

The contractor just informed me they may have a crew available to start paving this **Thursday, 7/24**.

Would that be too short of notice for adjusting the transit route? I apologize for the sudden change—I'm still waiting for confirmation, but if they do start this week rather than Monday, I wanted to make sure this timing works on your end.

Please let me know your thoughts, thanks!

Nikki Preston, P.E.

C: 334-734-1294 | hugheen@auburn.edu

From: Chris Harris <cmh0170@auburn.edu>
Sent: Tuesday, July 22, 2025 6:37 AM
To: Nikki Preston <hugheen@auburn.edu>
Subject: RE: FYI - Upcoming Roadway Project

That sounds good to me. This is approved by Transportation Services

Chris Harris

Director,
Transportation Services
330 Lem Morrison Drive Suite 127

O: 334.844.4757 | M: 334.707.3386
cmh0170@auburn.edu

Being Safe Doesn't Take A Holiday!

From: Nikki Preston <hugheen@auburn.edu>

Sent: Monday, July 21, 2025 2:38 PM

To: Chris Harris <cmh0170@auburn.edu>

Subject: RE: FYI - Upcoming Roadway Project

Hi Chris,

We are planning to repair Beech Street prior to the start of the fall semester. Construction is scheduled for **Monday, July 28, 2025, through Thursday, August 14, 2025** (per the construction contract).

I'll stay in close communication with you since this work will have the greatest impact on transit. As soon as I confirm the **actual** road closure dates, I'll give you a call. The paving contractor anticipates that a full closure for the entire contract duration will not be necessary.

Please review and reply with your approval to include with the campus outage forms.

I'm also reaching out to Parking Services and Campus Housing for their input and approvals. If you have any questions or concerns, don't hesitate to let me know.

Thank you!

Nikki Preston, P.E.

Civil Engineer, Design Management

Auburn University Facilities Management

1161 W Samford Ave, Auburn University, AL 36849

C: 334-734-1294 | hugheen@auburn.edu

Nikki Preston

From: Josh Conradson
Sent: Tuesday, July 22, 2025 2:32 PM
To: Nikki Preston
Cc: Eric Moore; Bruce Arnold; Scott McClure; Joel Hunter
Subject: FW: Outage Request - Resurfacing Beech Street
Attachments: 25-044 Outage Request - Map.pdf; 25-044 Outage and Interruption Form.pdf

Nikki,

I approve this outage. Looping in our team for information purposes.

I don't anticipate any issues for our team, but we will also bring up at a few of our upcoming meetings.

Thank you,

Joshua R. Conradson, M.Ed, PMP, CEFP

Director of Maintenance

Auburn University Facilities Management

[1161 W Samford Ave, Auburn University, AL 36849](#)

C: 334-740-8218 | conrajr@auburn.edu

From: Nikki Preston <hugheen@auburn.edu>
Sent: Tuesday, July 22, 2025 10:09 AM
To: Josh Conradson <conrajr@auburn.edu>
Subject: FW: Outage Request - Resurfacing Beech Street

I attached the form as well

Nikki Preston, P.E.

C: 334-734-1294 | hugheen@auburn.edu

From: Nikki Preston
Sent: Tuesday, July 22, 2025 10:06 AM
To: Josh Conradson <conrajr@auburn.edu>
Subject: Outage Request - Resurfacing Beech Street

Hi Josh!

When you have a moment, please review the attached outage for **AU Project 25-044**, and respond to this email with your approval for maintenance.

Thursday 7/22/2025 – Friday 8/8/2025

- D&J will require a road closure on Beech Street from W. Thach Ave to W. Magnolia Ave.
- Access to the parking lot shall remain open at all times, with the exception of a small portion to the left of Beech St.

FYI.... Chris Harris and Arishna have reviewed and approved. I also notified Gavin Yates with housing as a courtesy, Ben mentioned they utilize this area during move-in activities.

Feel free to give me a call with feedback or questions.

Nikki Preston

From: Wendy Peacock
Sent: Tuesday, July 22, 2025 12:24 PM
To: Nikki Preston
Cc: Ben Burmester
Subject: RE: 25-044 Outage - Beech Street

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: Nikki Preston <hugheen@auburn.edu>
Sent: Tuesday, July 22, 2025 11:36 AM
To: Wendy Peacock <wpk0003@auburn.edu>
Cc: Ben Burmester <burmebc@auburn.edu>
Subject: 25-044 Outage - Beech Street

Hi Wendy!

I am off this afternoon and before heading out, wanted to send this to you for review. I believe everything is included, but still need Josh's approval for maintenance. Let me know if I missed anything else, or if I need to revise.

Outage Dates: **Thursday July 24, 2025 – Friday August 8, 2025**

I spoke with Martha, and she said Casper will place the closure on the campus maps.
I also notified Gavin Yates with housing as a courtesy. Ben mentioned they utilize this area during move-in activities

Thank you,

Nikki Preston, P.E.
Civil Engineer, Design Management
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
C: 334-734-1294 | hugheen@auburn.edu