

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			

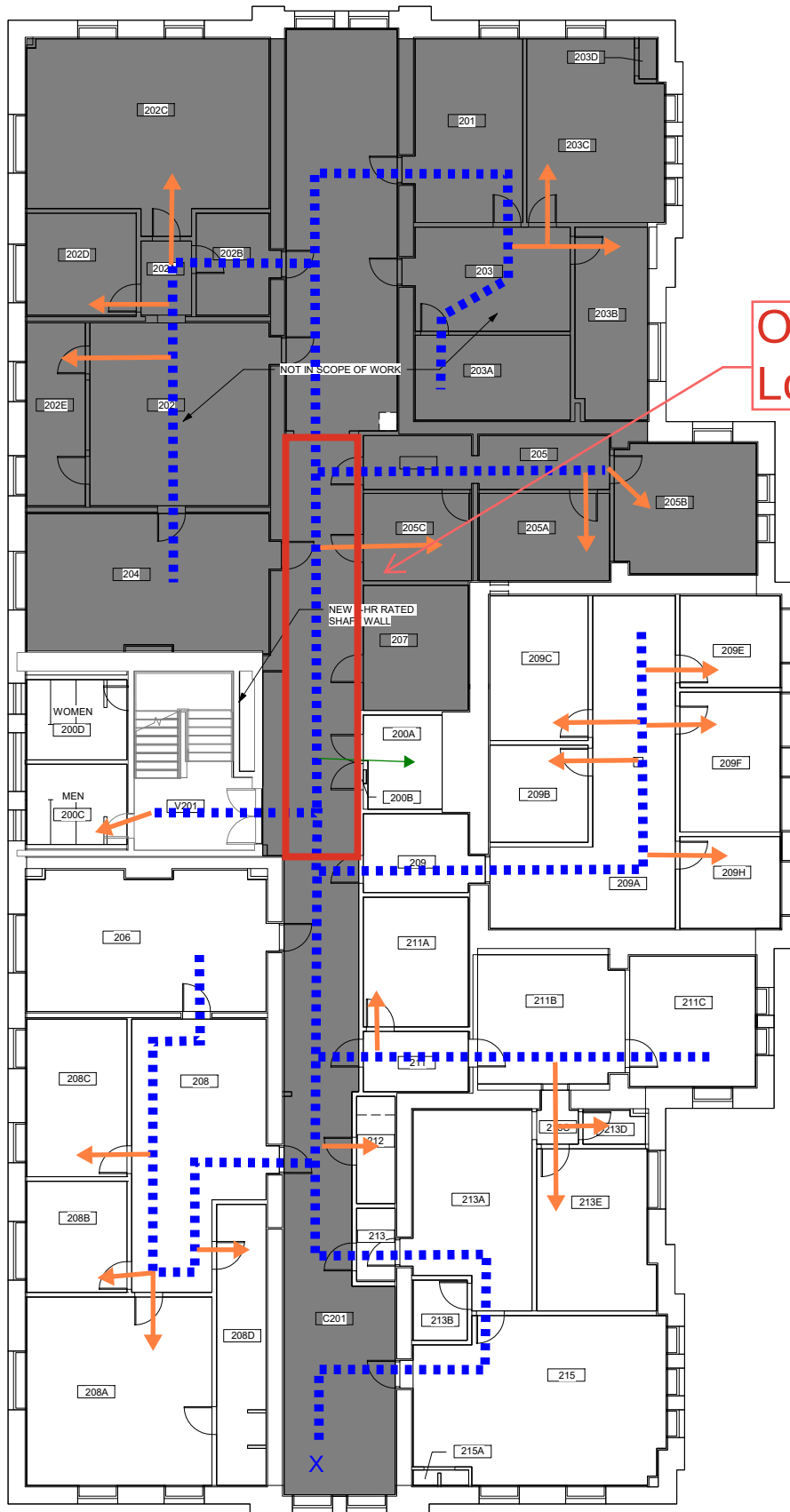
Client Approvals (Per Approval Matrix):

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						<i>Nerdy Peacock</i>	
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			Jessica Covington				
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

FIRE WATCH SIGN-OFF SHEET

Project Name. Samford Hall 2nd Floor

Date: July 28 - August 11

Renovation AU Project #. 23-332

NAME	TIME WALKED	PHONE	COMMENTS

NAME	TIME WALKED	PHONE	COMMENTS

From: [Nolan Torbert](#)
To: [Tyler Hand](#)
Subject: Re: 23-332 - Samford Hall Provost Suite - FA Outage Corridor
Date: Thursday, July 24, 2025 9:46:59 AM

Tyler- I approve.

Nolan

Sent from my iPhone

On Jul 24, 2025, at 7:59 AM, Tyler Hand <tyler.hand@auburn.edu> wrote:

Nolan,

Forgot to add you to this outage.

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: Tyler Hand

Sent: Thursday, July 24, 2025 6:49 AM

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

Cc: Mark Anthony Bourgeois <mark.bourgeois@jci.com>

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

All,

FA Device Outage to demo ceiling.

Devices to be removed and replaced under separate Fire Alarm Project.

Space will be covered by upper layer of sprinkler heads and will be unoccupied during outage.

From: [Dee Sneed](#)
To: [Tyler Hand](#); [Bob Hix](#); [Nolan Yon](#); [Elizabeth De Kruif](#); [Jessica Covington](#); [Kristy Cannon](#); [Bruce Arnold](#); [Josh Conradson](#); [Eric Moore](#)
Cc: [Mark Anthony Bourgeois](#)
Subject: RE: 23-332 - Samford Hall Provost Suite - FA Outage Corridor
Date: Thursday, July 24, 2025 7:42:53 AM
Attachments: [image001.png](#)

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: Thursday, July 24, 2025 6:49 AM
To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>
Cc: Mark Anthony Bourgeois <mark.bourgeois@jci.com>
Subject: 23-332 - Samford Hall Provost Suite - FA Outage Corridor

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Please respond to this email with your approval.

From: [Bruce Arnold](#)
To: [Tyler Hand](#); [Bob Hix](#); [Nolan Yon](#); [Elizabeth De Kruif](#); [Jessica Covington](#); [Dee Sneed](#); [Kristy Cannon](#); [Josh Conradson](#); [Eric Moore](#)
Cc: [Mark Anthony Bourgeois](#)
Subject: RE: 23-332 - Samford Hall Provost Suite - FA Outage Corridor
Date: Thursday, July 24, 2025 7:55:07 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: Thursday, July 24, 2025 6:49 AM

To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlco105@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>

Cc: Mark Anthony Bourgeois <mark.bourgeois@jci.com>

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From: [C Wagoner](#)
To: [Tyler Hand](#); [Elizabeth De Kruif](#); [Jessica Covington](#)
Subject: Re: 23-332 - Samford Hall Provost Suite - FA Outage Corridor
Date: Friday, July 25, 2025 7:05:52 AM

I approve

Burke

Get [Outlook for iOS](#)

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Friday, July 25, 2025 7:04:13 AM
To: C Wagoner <cbw0021@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: FW: 23-332 - Samford Hall Provost Suite - FA Outage Corridor

You guys good with this?

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: Tyler Hand
Sent: Thursday, July 24, 2025 6:49 AM
To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>
Cc: Mark Anthony Bourgeois <mark.bourgeois@jci.com>
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From: [Jessica Covington](#)
To: [Tyler Hand](#); [C Wagoner](#); [Elizabeth De Kruif](#)
Subject: RE: 23-332 - Samford Hall Provost Suite - FA Outage Corridor
Date: Friday, July 25, 2025 8:16:56 AM
Attachments: [image001.png](#)

Hi Tyler,
I approve.

Thank you,



Jessica L. Covington, CSP
Safety and Health Program Manager
Risk Management and Safety
1161 W. Samford Ave., Bldg. 9 | Auburn, AL 36849
(C) 334-734-1715

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Friday, July 25, 2025 7:04 AM
To: C Wagoner <cbw0021@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: FW: 23-332 - Samford Hall Provost Suite - FA Outage Corridor

You guys good with this?

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: Tyler Hand
Sent: Thursday, July 24, 2025 6:49 AM
To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>
Cc: Mark Anthony Bourgeois <mark.bourgeois@jci.com>

From: [Bob Hix](#)
To: [Tyler Hand](#)
Subject: RE: 23-332 - Samford Hall Provost Suite - FA Outage Corridor
Date: Friday, July 25, 2025 9:15:59 AM

Approved

Bob Hix, P.E.

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

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Friday, July 25, 2025 6:59 AM
To: Bob Hix <hixjame@auburn.edu>
Subject: RE: 23-332 - Samford Hall Provost Suite - FA Outage Corridor

Attached.

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: Bob Hix <hixjame@auburn.edu>
Sent: Thursday, July 24, 2025 9:11 AM
To: Tyler Hand <tyler.hand@auburn.edu>
Subject: RE: 23-332 - Samford Hall Provost Suite - FA Outage Corridor

Check Fire watch required on the outage form.
Include a log sheet

Bob Hix, P.E.

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

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Thursday, July 24, 2025 6:49 AM
To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Eric Moore <jem0028@auburn.edu>
Cc: Mark Anthony Bourgeois <mark.bourgeois@jci.com>
Subject: 23-332 - Samford Hall Provost Suite - FA Outage Corridor

All,