

## 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
<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	

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

## John Bumpers

---

**From:** Kenneth Sullins  
**Sent:** Thursday, July 24, 2025 7:29 AM  
**To:** John Bumpers; Scott McClure; Bob Hix; Elizabeth De Kruif; Nolan Yon  
**Cc:** C Wagoner  
**Subject:** RE: 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

approved

---

**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Wednesday, July 23, 2025 1:06 PM  
**To:** Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>  
**Cc:** C Wagoner <cbw0021@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>  
**Subject:** 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

Good afternoon, everyone –

The attached outage request is for a fire sprinkler outage in the Melton Student Center, and the contractor would like to schedule daily outages of the system between 07/30 through 08/05. This is for sprinkler changes required in the office spaces 1203 & 1206 currently undergoing renovations under project 24-475. Their plan is to drain the system at 7:00am each day, then have the system re-energized by 5:00pm each evening, and they will work on the system modifications throughout the day.

They will be able to isolate one half of the first floor - everything north of corridor C1204 will be offline; the other half of level 1, and all other floors will remain active during each shutdown.

The contractor will have a designated individual performing fire watch, and I've attached a fire watch plan for this section of the building, including sign off sheets for each day that they may shut the system down.

Feel free to reach out if you have any questions about this outage or the work in the offices, and if this outage is approved, please respond to this email with your approval. Then we will get this one lined up for next week!

Thank you,

**John Bumpers**

*Project Manager – Construction Management*

**Auburn University Facilities Management**

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.1465 | [JKB0007@auburn.edu](mailto:JKB0007@auburn.edu)

## John Bumpers

---

**From:** C Wagoner  
**Sent:** Wednesday, July 23, 2025 1:17 PM  
**To:** John Bumpers; Scott McClure; Bob Hix; Elizabeth De Kruif; Nolan Yon  
**Cc:** Kenneth Sullins  
**Subject:** RE: 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

Zone 4 approves



### C. Burke Wagoner

Zone 4 Supervisor

Auburn University Facilities Maintenance

1161 W. Samford Ave

O: 334.734.0937

[cbw0021@auburn.edu](mailto:cbw0021@auburn.edu)

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



---

**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Wednesday, July 23, 2025 1:06 PM  
**To:** Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>  
**Cc:** C Wagoner <cbw0021@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>  
**Subject:** 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

Good afternoon, everyone –

The attached outage request is for a fire sprinkler outage in the Melton Student Center, and the contractor would like to schedule daily outages of the system between 07/30 through 08/05. This is for sprinkler changes required in the office spaces 1203 & 1206 currently undergoing renovations under project 24-475. Their plan is to drain the system at 7:00am each day, then have the system re-energized by 5:00pm each evening, and they will work on the system modifications throughout the day.

They will be able to isolate one half of the first floor - everything north of corridor C1204 will be offline; the other half of level 1, and all other floors will remain active during each shutdown.

## John Bumpers

---

**From:** Scott McClure  
**Sent:** Wednesday, July 23, 2025 3:52 PM  
**To:** Bob Hix; John Bumpers; Elizabeth De Kruif; Nolan Yon  
**Cc:** C Wagoner; Kenneth Sullins  
**Subject:** RE: 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

I approve

--

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

---

**From:** Bob Hix <[hixjame@auburn.edu](mailto:hixjame@auburn.edu)>  
**Sent:** Wednesday, July 23, 2025 1:44 PM  
**To:** John Bumpers <[jkb0007@auburn.edu](mailto:jkb0007@auburn.edu)>; Scott McClure <[mccluws@auburn.edu](mailto:mccluws@auburn.edu)>; Elizabeth De Kruif <[erd0023@auburn.edu](mailto:erd0023@auburn.edu)>; Nolan Yon <[yonbenj@auburn.edu](mailto:yonbenj@auburn.edu)>  
**Cc:** C Wagoner <[cbw0021@auburn.edu](mailto:cbw0021@auburn.edu)>; Kenneth Sullins <[sullike@auburn.edu](mailto:sullike@auburn.edu)>  
**Subject:** RE: 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

Approved

### **Bob Hix, P.E.**

C: 334-740-8247 | [bobhix@auburn.edu](mailto:bobhix@auburn.edu)

---

**From:** John Bumpers <[jkb0007@auburn.edu](mailto:jkb0007@auburn.edu)>  
**Sent:** Wednesday, July 23, 2025 1:06 PM  
**To:** Scott McClure <[mccluws@auburn.edu](mailto:mccluws@auburn.edu)>; Bob Hix <[hixjame@auburn.edu](mailto:hixjame@auburn.edu)>; Elizabeth De Kruif <[erd0023@auburn.edu](mailto:erd0023@auburn.edu)>; Nolan Yon <[yonbenj@auburn.edu](mailto:yonbenj@auburn.edu)>  
**Cc:** C Wagoner <[cbw0021@auburn.edu](mailto:cbw0021@auburn.edu)>; Kenneth Sullins <[sullike@auburn.edu](mailto:sullike@auburn.edu)>  
**Subject:** 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

Good afternoon, everyone –

The attached outage request is for a fire sprinkler outage in the Melton Student Center, and the contractor would like to schedule daily outages of the system between 07/30 through 08/05. This is for sprinkler changes required in the office spaces 1203 & 1206 currently undergoing renovations under project 24-475. Their plan is to drain the system at 7:00am each day, then have the system re-energized by 5:00pm each evening, and they will work on the system modifications throughout the day.

They will be able to isolate one half of the first floor - everything north of corridor C1204 will be offline; the other half of level 1, and all other floors will remain active during each shutdown.

## John Bumpers

---

**From:** Wendy Peacock  
**Sent:** Monday, July 28, 2025 8:20 AM  
**To:** John Bumpers  
**Subject:** RE: 24-475 - Sprinkler Outage and Active Shooter Drill

Then I approve. Thank you!



**Wendy Peacock, MBC, PMP, CFP**  
Director Construction Management  
Planning, Design & Construction  
1161 W Samford Ave, Auburn, AL 36849  
O: 334.734.0158  
[wkp0003@auburn.edu](mailto:wkp0003@auburn.edu)  
[fm.auburn.edu](http://fm.auburn.edu)



---

**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Monday, July 28, 2025 8:18 AM  
**To:** Wendy Peacock <wkp0003@auburn.edu>  
**Subject:** Fw: 24-475 - Sprinkler Outage and Active Shooter Drill

Hey Wendy -

Forwarding over Taylor's response on the sprinkler outage we're looking to schedule starting Wednesday. Looks like we should be ok to proceed with this one, but let me know if there is anyone else I need to check with on this one!

Thanks,

**John Bumpers**  
Auburn University Facilities Management  
C: 334.734.1465 | [JKB0007@auburn.edu](mailto:JKB0007@auburn.edu)

---

**From:** Taylor Dyleski <[tcd0007@auburn.edu](mailto:tcd0007@auburn.edu)>  
**Sent:** Friday, July 25, 2025 5:17 PM  
**To:** John Bumpers <[jkb0007@auburn.edu](mailto:jkb0007@auburn.edu)>  
**Subject:** Re: 24-475 - Sprinkler Outage and Active Shooter Drill

Yes. The drill in student center is just the reunification center on the 2nd floor. Their work will all be on 1st. I appreciate you double checking.

## John Bumpers

---

**From:** Bob Hix  
**Sent:** Wednesday, July 23, 2025 1:44 PM  
**To:** John Bumpers; Scott McClure; Elizabeth De Kruif; Nolan Yon  
**Cc:** C Wagoner; Kenneth Sullins  
**Subject:** RE: 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

Approved

### **Bob Hix, P.E.**

C: 334-740-8247 | [bobhix@auburn.edu](mailto:bobhix@auburn.edu)

---

**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Wednesday, July 23, 2025 1:06 PM  
**To:** Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>  
**Cc:** C Wagoner <cbw0021@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>  
**Subject:** 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

Good afternoon, everyone –

The attached outage request is for a fire sprinkler outage in the Melton Student Center, and the contractor would like to schedule daily outages of the system between 07/30 through 08/05. This is for sprinkler changes required in the office spaces 1203 & 1206 currently undergoing renovations under project 24-475. Their plan is to drain the system at 7:00am each day, then have the system re-energized by 5:00pm each evening, and they will work on the system modifications throughout the day.

They will be able to isolate one half of the first floor - everything north of corridor C1204 will be offline; the other half of level 1, and all other floors will remain active during each shutdown.

The contractor will have a designated individual performing fire watch, and I've attached a fire watch plan for this section of the building, including sign off sheets for each day that they may shut the system down.

Feel free to reach out if you have any questions about this outage or the work in the offices, and if this outage is approved, please respond to this email with your approval. Then we will get this one lined up for next week!

Thank you,

### **John Bumpers**

*Project Manager – Construction Management*

**Auburn University Facilities Management**

1161 W Samford Ave, Auburn University, AL 36849

C: 334.734.1465 | [JKB0007@auburn.edu](mailto:JKB0007@auburn.edu)

## John Bumpers

---

**From:** Elizabeth De Kruif  
**Sent:** Thursday, July 24, 2025 8:02 AM  
**To:** Kenneth Sullins; John Bumpers; Bob Hix; Nolan Yon  
**Cc:** C Wagoner  
**Subject:** Re: 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

I approve.



**Elizabeth De Kruif, CIH**  
University Industrial Hygienist

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

---

**From:** Kenneth Sullins <sullike@auburn.edu>  
**Date:** Thursday, July 24, 2025 at 7:29 AM  
**To:** John Bumpers <jkb0007@auburn.edu>, Scott McClure <mccluws@auburn.edu>, Bob Hix <hixjame@auburn.edu>, Elizabeth De Kruif <erd0023@auburn.edu>, Nolan Yon <yonbenj@auburn.edu>  
**Cc:** C Wagoner <cbw0021@auburn.edu>  
**Subject:** RE: 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

approved

---

**From:** John Bumpers <jkb0007@auburn.edu>  
**Sent:** Wednesday, July 23, 2025 1:06 PM  
**To:** Scott McClure <mccluws@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>  
**Cc:** C Wagoner <cbw0021@auburn.edu>; Kenneth Sullins <sullike@auburn.edu>  
**Subject:** 24-475 - Melton Offices - Fire Sprinkler Outage - 07/30-08/05

Good afternoon, everyone –

The attached outage request is for a fire sprinkler outage in the Melton Student Center, and the contractor would like to schedule daily outages of the system between 07/30 through 08/05. This is for sprinkler changes required in the office spaces 1203 & 1206 currently undergoing renovations under project 24-475. Their plan is to drain the system at 7:00am each day, then have the system re-energized by 5:00pm each evening, and they will work on the system modifications throughout the day.