

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			

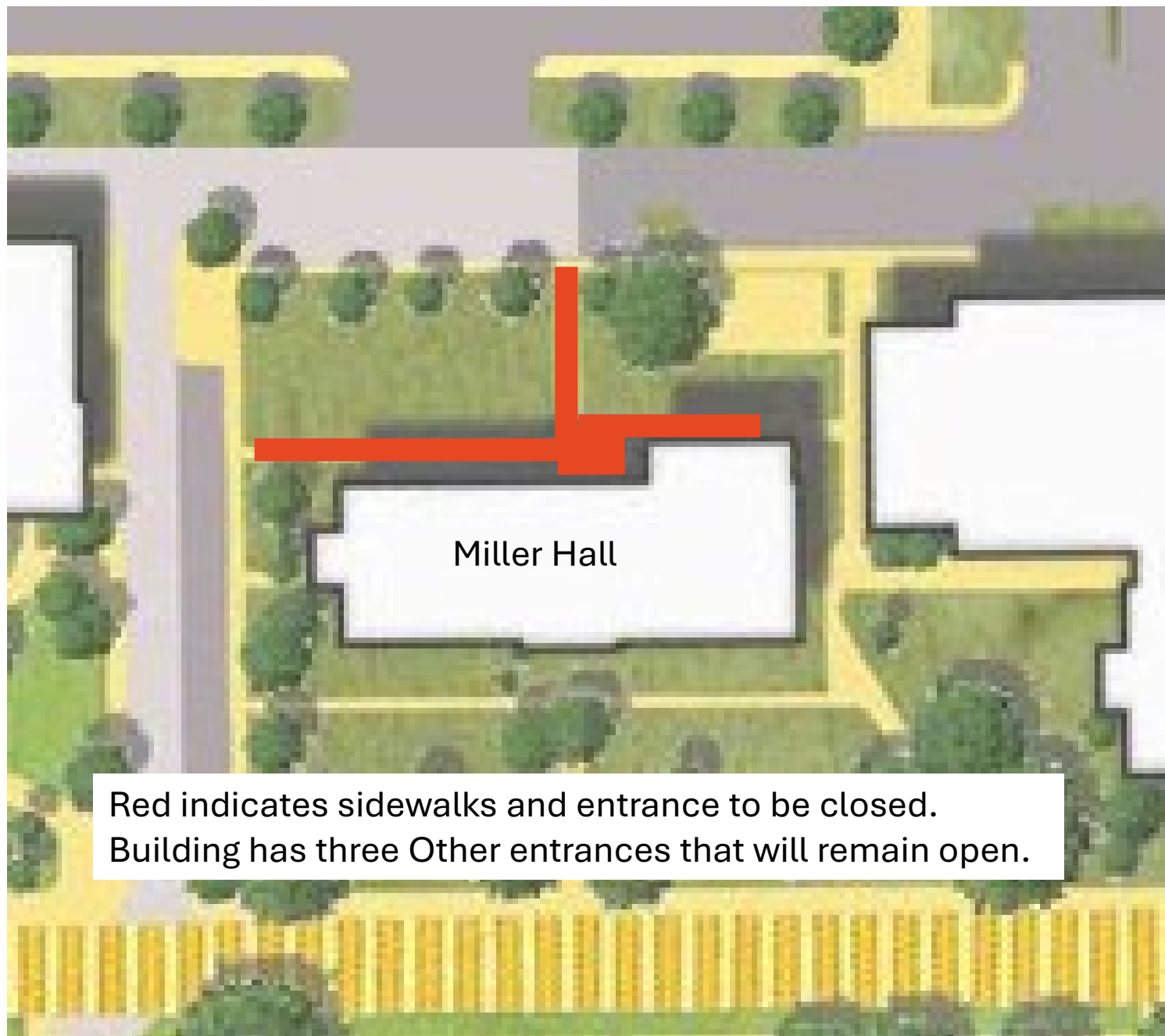
Client Approvals (Per Approval Matrix):

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
	McClure						Spurlin	
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 _____



Red indicates sidewalks and entrance to be closed.
Building has three Other entrances that will remain open.

From: [Scott McClure](#)
To: [Julie Huff](#); [George Reese](#); [Patricia James](#)
Subject: RE: 24-087 Sidewalk closure
Date: Tuesday, July 29, 2025 2:55:40 PM

I approve

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

From: Julie Huff <hilljul@auburn.edu>
Sent: Tuesday, July 29, 2025 2:51 PM
To: George Reese <reesegp@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Scott McClure <mccluws@auburn.edu>
Subject: Re: 24-087 Sidewalk closure

No questions, please proceed.

Julie Huff
Asst. Provost, Academic Facilities, Operations & Initiatives
301A Samford Hall
Auburn University, AL 36849-5211
(334) 844-5777
julie@auburn.edu

From: George Reese <reesegp@auburn.edu>
Date: Tuesday, July 29, 2025 at 2:35 PM
To: Patricia James <pmr0015@auburn.edu>, Julie Huff <hilljul@auburn.edu>, Scott McClure <mccluws@auburn.edu>
Subject: 24-087 Sidewalk closure

All,

Please see attached entrance and sidewalk closure for miller hall. The closure is so we can replace the sidewalk at the rear entrance. This closure will last 12 days. All other entrances to miller hall will remain open.

Please review and let me know if you approve or have any questions or concerns.

Thanks

George "Buster" Reese, P.E.
Civil Engineer VI, Planning, Design, & Construction

From: [Julie Huff](#)
To: [George Reese](#); [Patricia James](#); [Scott McClure](#)
Subject: Re: 24-087 Sidewalk closure
Date: Tuesday, July 29, 2025 2:50:52 PM

No questions, please proceed.

Julie Huff
Asst. Provost, Academic Facilities, Operations & Initiatives
301A Samford Hall
Auburn University, AL 36849-5211
(334) 844-5777
julie@auburn.edu

From: George Reese <reesegp@auburn.edu>
Date: Tuesday, July 29, 2025 at 2:35 PM
To: Patricia James <pmr0015@auburn.edu>, Julie Huff <hilljul@auburn.edu>, Scott McClure <mccluws@auburn.edu>
Subject: 24-087 Sidewalk closure

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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

From: [Andrew Spurlin](#)
To: [George Reese](#)
Cc: [Ben Burmester](#)
Subject: RE: 24-087 Outage request
Date: Tuesday, July 29, 2025 4:17:08 PM

Approved.

You feel good with Morley getting this back open ahead of classes starting on the 18th? Seems totally doable, but wanted to triple check.

From: George Reese <reesegp@auburn.edu>
Sent: Tuesday, July 29, 2025 4:06 PM
To: Andrew Spurlin <jas0250@auburn.edu>
Cc: Ben Burmester <burmebc@auburn.edu>
Subject: 24-087 Outage request

Andrew,
Please see attached outage request.

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

From: [Patricia James](#)
To: [George Reese](#); [Julie Huff](#); [Scott McClure](#)
Subject: RE: 24-087 Sidewalk closure
Date: Tuesday, July 29, 2025 2:56:47 PM

CLA approves.

From: George Reese <reesegp@auburn.edu>
Sent: Tuesday, July 29, 2025 2:35 PM
To: Patricia James <pmr0015@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Scott McClure <mccluws@auburn.edu>
Subject: 24-087 Sidewalk closure

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