

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						Peacock	
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
	Ryan Harris							
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 _____

From: [Wendy Peacock](#)
To: [George Reese](#)
Subject: Re: 24-246
Date: Friday, August 1, 2025 2:44:11 PM

Approved

Wendy Peacock, MBC, PMP, CEF
Director - Construction Management
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
334-844-4810 office | 334-734-0158 mobile | wpeacock@auburn.edu

From: George Reese <reesegp@auburn.edu>
Sent: Friday, August 1, 2025 2:43:42 PM
To: Wendy Peacock <wkp0003@auburn.edu>
Subject: 24-246

Please see attached outage request for Scott Ritchey.

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: [Douglas Martin](#)
To: [Joe Lewis](#); [Leslie Boman](#); [George Reese](#)
Subject: RE: 24-426 Domestic water valve repair
Date: Friday, August 1, 2025 11:23:14 AM

Joe – this is fine. Also I’m told that the water pressure in the outdoor kennels is very low, almost too low to spray out kennels. Is this related to the broken valve and can it be fixed at the same time? Thanks.

From: Joe Lewis <lewisbi@auburn.edu>
Sent: Friday, August 1, 2025 11:04 AM
To: Douglas Martin <martidr@auburn.edu>; Leslie Boman <lcb0004@auburn.edu>; George Reese <reesegp@auburn.edu>
Subject: Fw: 24-426 Domestic water valve repair

Doug

This is what I met with you on yesterday, if this doesn't work, let me know a time and date please. Buster our PM is copied

Thanks

Joe

Get [Outlook for iOS](#)

From: George Reese <reesegp@auburn.edu>
Sent: Friday, August 1, 2025 9:43:26 AM
To: Joe Lewis <lewisbi@auburn.edu>
Subject: 24-426 Domestic water valve repair

Joe,

Please see attached outage request to replace a defective domestic water valve in Scott Ritchey.

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: [Ryan Landry](#)
To: [George Reese](#)
Cc: [Scott McClure](#)
Subject: Re:
Date: Friday, August 1, 2025 1:30:44 PM

Approved.

On Aug 1, 2025, at 12:51 PM, George Reese <reeseqp@auburn.edu> wrote:

All,

Please see attached outage request for a domestic water valve replacement in Scott Ritchey.

Let me know if you have any questions or concerns.

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 | reeseqp@auburn.edu

<2025 Outage 6.pdf>

From: [Scott McClure](#)
To: [George Reese](#)
Cc: [Ryan Landry](#)
Subject: Re:
Date: Friday, August 1, 2025 12:59:45 PM

I approve

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Best Regards,
Scott McClure, PE, CEM
Maintenance Engineer, Maintenance
Auburn University Facilities Management
Cell: [404-966-5654](tel:404-966-5654)

On Aug 1, 2025, at 12:51 PM, George Reese <reesegp@auburn.edu> wrote:

All,
Please see attached outage request for a domestic water valve replacement in
Scott Ritchey.
Let me know if you have any questions or concerns.

George "Buster" Reese, P.E.
Civil Engineer VI, Planning, Design, & Construction
Auburn University Facilities Management
1161 W Samford Ave, Auburn University, AL 36849
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