

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
	Josh Conradson						Nerdy Peacock	
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							
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: Tyler Hand Date

From: [Bob Hix](#)
To: [Tyler Hand](#); [John Hornbuckle](#); [David Simon](#)
Cc: [Matthew Moniz](#); ["Steven Headrick"](#); [Terry Whitfield](#)
Subject: RE: 24-314 - Lowder 008 - Fire Alarm Pretest
Date: Wednesday, August 6, 2025 9:24:08 AM

Approved

Bob Hix, P.E.

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

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Wednesday, August 6, 2025 9:18 AM
To: John Hornbuckle <jrh0096@auburn.edu>; David Simon <simonda@auburn.edu>
Cc: Bob Hix <hixjame@auburn.edu>; Matthew Moniz <matthew.moniz@jci.com>; 'Steven Headrick' <steveh276@yahoo.com>; Terry Whitfield <terry.brendlesprinkler@gmail.com>
Subject: 24-314 - Lowder 008 - Fire Alarm Pretest

All,

See the attached for the pre-test.

I will be sending another for the test.

The audible alarm will briefly sound then it will be silent but the strobes will remain flashing for a short time.

We will need to check tamp and flow on sprinklers.

Steve,

We will need electrician and sprinkler guys onsite.

JCI will be present.

Let me know if you approve of this outage.

Thanks,

Tyler Hand

Project Manager, Construction Management
Auburn University Facilities Management
1161 W Samford Ave, Building One

From: [Dee Sneed](#)
To: [Tyler Hand](#); [Bart Jones](#); [C Wagoner](#); [Kristy Cannon](#); [Josh Conradson](#); [Bruce Arnold](#); [Eric Moore](#); [Elizabeth De Kruif](#); [Jessica Covington](#)
Subject: RE: 24-314 - Lowder 008 - Fire Alarm Pretest
Date: Wednesday, August 6, 2025 9:50:53 AM
Attachments: [image001.png](#)

Campus Services approves.

Kind Regards,

Dee



Dee Sneed, MBA, CFP
Director, Campus Services
Facilities Management
334-844-9120 office
334-734-1826 cell

From: Tyler Hand <tyler.hand@auburn.edu>
Sent: Wednesday, August 6, 2025 9:36 AM
To: Bart Jones <jonesba@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: FW: 24-314 - Lowder 008 - Fire Alarm Pretest

All,

See below and attached. I accidentally sent before I had everyone included.

Thanks,

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

From: [John Hornbuckle](#)
To: [Tyler Hand](#)
Cc: [David Simon](#)
Subject: Re: 24-314 - Lowder 008 - Fire Alarm Pretest
Date: Wednesday, August 6, 2025 9:46:45 AM
Attachments: [img-a6ed8afc-e8b4-4e62-8c16-46fbb2dba0fc\[71\]](#)
[img-fb6fbc9f-a888-4933-ad0d-7843fcb1ced7\[32\]](#)
[img-71aee111-8ce0-4a22-bd83-062cc6f8be77\[6\]](#)
[img-5473d0bc-4882-4356-be4e-e6739e2e8c63\[9\]](#)

Approved.



John Hornbuckle, MS-MIS, PMP
Chief Information and Operating Officer
Harbert College of Business
harbert.auburn.edu



From: Tyler Hand <tyler.hand@auburn.edu>
Date: Wednesday, August 6, 2025 at 9:17 AM
To: John Hornbuckle <jrh0096@auburn.edu>, David Simon <simonda@auburn.edu>
Cc: Bob Hix <hixjame@auburn.edu>, Matthew Moniz <matthew.moniz@jci.com>, 'Steven Headrick' <steveh276@yahoo.com>, Terry Whitfield <terry.brendlesprinkler@gmail.com>
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From: [Josh Conradson](#)
To: [C Wagoner](#); [Tyler Hand](#); [Bart Jones](#); [Dee Sneed](#); [Kristy Cannon](#); [Bruce Arnold](#); [Eric Moore](#); [Elizabeth De Kruif](#); [Jessica Covington](#)
Subject: RE: 24-314 - Lowder 008 - Fire Alarm Pretest
Date: Wednesday, August 6, 2025 10:22:38 AM
Attachments: [image001.png](#)

I approve Tyler

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](tel:334-740-8218) | conrajr@auburn.edu

From: C Wagoner <cbw0021@auburn.edu>
Sent: Wednesday, August 6, 2025 9:43 AM
To: Tyler Hand <tyler.hand@auburn.edu>; Bart Jones <jonesba@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>
Subject: RE: 24-314 - Lowder 008 - Fire Alarm Pretest

Zone 4 approves



C. Burke Wagoner

Zone 4 Supervisor

Auburn University Facilities Maintenance

1161 W. Samford Ave

O: 334.734.0937

cbw0021@auburn.edu

fm.auburn.edu



From: [C Wagoner](#)
To: [Tyler Hand](#); [Bart Jones](#); [Dee Sneed](#); [Kristy Cannon](#); [Josh Conradson](#); [Bruce Arnold](#); [Eric Moore](#); [Elizabeth De Kruif](#); [Jessica Covington](#)
Subject: RE: 24-314 - Lowder 008 - Fire Alarm Pretest
Date: Wednesday, August 6, 2025 9:43:34 AM
Attachments: [image001.png](#)

Zone 4 approves



C. Burke Wagoner

Zone 4 Supervisor

Auburn University Facilities Maintenance

1161 W. Samford Ave

O: 334.734.0937

cbw0021@auburn.edu

fm.auburn.edu



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To: Bart Jones <jonesba@auburn.edu>; C Wagoner <cbw0021@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Bruce Arnold <gba0004@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Elizabeth De Kruif <erd0023@auburn.edu>; Jessica Covington <jlc0105@auburn.edu>

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Tyler Hand

Project Manager, Construction Management

Auburn University Facilities Management

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