

## Planned Outage and Interruption Request

**Work Owner** Hank Moreman      **Organization** AUFM PDC      **Phone** 334-734-9983  
**Onsite Contact** Mason Newell      **Phone** 229-903-5287  
**Project #** 23-672      **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>	<input type="checkbox"/>	Building Access Control	<input type="checkbox"/>	Elevator	<input type="checkbox"/>	Laboratory Utility	<input type="checkbox"/>	Sanitary Sewer
	<input type="checkbox"/>	Electric Power	<input checked="" type="checkbox"/>	Heating Ventilation & A/C (HVAC)	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	Domestic Water
	<input type="checkbox"/>	Building Space/Entrances/ Occupant Flow	<input type="checkbox"/>	Telephone/IT	<input checked="" type="checkbox"/>	Fumehood	<input type="checkbox"/>	Cooler/Freezer
	<input type="checkbox"/>	Emergency Power <small>(Life Safety Approval required)</small>	<input type="checkbox"/>	Other <small>(Explain below)</small>	<input type="checkbox"/>		<input type="checkbox"/>	
<b>Utility Outage</b> <small>(If entire building is out)</small>	<input type="checkbox"/>	Electric Power	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	Sewer from Building	<input type="checkbox"/>	Domestic Water
	<input type="checkbox"/>	Hot Water <small>(Central Plant)</small>	<input type="checkbox"/>	Chilled Water <small>(Central Plant)</small>	<input type="checkbox"/>	Steam <small>(Central Plant)</small>	<input type="checkbox"/>	Other <small>(Explain Below)</small>
<b>Outside Closures</b>	<input type="checkbox"/>	Roadway	<input type="checkbox"/>	Sidewalk	<input type="checkbox"/>	Bike Lane	<input type="checkbox"/>	Waste Receptacle
	<input type="checkbox"/>	Parking Spaces	<input type="checkbox"/>	ADA Facilities	<input type="checkbox"/>	Traffic Signal	<input type="checkbox"/>	Other <small>(Explain below)</small>
<b>Life Safety System Outage</b> <small>(Required any time system or components are taken out of service)</small>	<input type="checkbox"/>	Fire Alarm	<input type="checkbox"/>	Fire Suppression System and/or Fire Pump	<input type="checkbox"/>	Special Hazards Range Hood	<input type="checkbox"/>	Fire Hydrant
	<input type="checkbox"/>	Fire watch required? <input type="checkbox"/> Yes or <input type="checkbox"/> No <small>(Determined by Risk Management &amp; Safety and University Engineer)</small>				Note: _____		
<b>Life Safety Notifications</b>	<input type="checkbox"/>	Annual Fire Alarm Test and Inspection	<input type="checkbox"/>	Fire Suppression System Testing	<input type="checkbox"/>	Fire Alarm System Testing	<input type="checkbox"/>	Fire Alarm System Download
<b>Notifications</b>	<input type="checkbox"/>	Unplanned Outage	<input type="checkbox"/>	Preventative Maintenance	<input type="checkbox"/>	Risk Mgt. & Safety Inspection	<input type="checkbox"/>	Other <small>(Explain below)</small>

### Description of Work Activity

We will be turning off the HVAC and Recovery systems to allow for a subcontractor to weld in new lines to the system.

### Building(s) or Location(s) Affected

CASIC Building

### Specific Space Affected (Room Numbers)

Room 141

### How are the building clients or University stakeholders affected? What will they notice?

The HVAC system and the buildings Fume hoods will be offline for the duration of the outage

### Schedule:

**Start Date:** 8/16/25      **Start Time:** 6:00 am      **End Date:** 8/16/25      **End Time:** 12:00 pm

## Planned Outage and Interruption Request

### Planning Reviews (Per Review Matrix):

Organization	Review Required?	Reviewer	Review Date
Maintenance Zone Manager or Supervisor	Yes		
Utility Supervisor			
Others as Needed			

### Client Approvals (Per Approval Matrix):

Organizations Affected by Work, Interruption, or Outage			
Client	Building(s)	Key Contact	Approval Date
Co of Ag	CASIC	Megan Adamson	

### 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
Yes			No			Yes	<i>WVP</i>	<i>8/13/25</i>
<b>Campus Services/Landscape</b>								
Approval Required?	Approved By:	Date						
Yes								
<b>For Life Safety Systems</b>								
<b>University Engineer</b>			<b>Risk Management and Safety</b>					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
No			No					
<b>Work Management</b>								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: Hank Moreman

 Digitally signed by Hank Moreman  
 DN: C=US, E=hankmoreman@auburn.edu, OU="Planning,  
 Design and Construction", CN=Hank Moreman  
 Reason: I am approving this document  
 Date: 2025.08.13 10:12:05-05'00'
 
 Date 8/13/25

## Hank Moreman

---

**From:** Megan Adamson  
**Sent:** Wednesday, August 13, 2025 10:48 AM  
**To:** Jonathan Haney; Hank Moreman; Dee Sneed; Kristy Cannon; Fred Buchanan; Wendy Peacock  
**Cc:** Josh Conradson; Travis Tally  
**Subject:** RE: 23-672\_Outage\_HVAC and Recovery.pdf

Approved.

**From:** Jonathan Haney <haneyjd@auburn.edu>  
**Sent:** Wednesday, August 13, 2025 10:40 AM  
**To:** Hank Moreman <hankmoreman@auburn.edu>; Megan Adamson <meb0056@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Wendy Peacock <wkp0003@auburn.edu>  
**Cc:** Josh Conradson <conrajr@auburn.edu>; Travis Tally <tallytp@auburn.edu>  
**Subject:** RE: 23-672\_Outage\_HVAC and Recovery.pdf

Approved. Just shoot me an email or text when you want to meet for the hot work inspection.

Thanks,  
Jon



**Jon Haney '08**  
Specialist III, Safety & Health  
Risk Management & Safety  
1161 W Samford Ave, RMS Bldg 9  
O: 334.844.4870 | M: 334.750.9981  
[haneyjd@auburn.edu](mailto:haneyjd@auburn.edu)  
[cws.auburn.edu/rms](https://cws.auburn.edu/rms)



**From:** Hank Moreman <hankmoreman@auburn.edu>  
**Sent:** Wednesday, August 13, 2025 10:23 AM  
**To:** Megan Adamson <meb0056@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Wendy Peacock <wkp0003@auburn.edu>; Jonathan Haney <haneyjd@auburn.edu>  
**Cc:** Josh Conradson <conrajr@auburn.edu>; Travis Tally <tallytp@auburn.edu>  
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All,

Please see the attached outage form for your review and approval.

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To sum up...

- We will be turning off the HVAC system to allow the mechanical contractor to weld new duct work into the system.
- We will also have to turn off the recovery system (fume hoods) to allow the doors to operate while the work goes on.
- We will start at 6:00 am and will be done mid to late morning.

## Hank Moreman

---

**From:** Dee Sneed  
**Sent:** Wednesday, August 13, 2025 10:26 AM  
**To:** Hank Moreman; Megan Adamson; Kristy Cannon; Fred Buchanan; Wendy Peacock; Jonathan Haney  
**Cc:** Josh Conradson; Travis Tally  
**Subject:** RE: 23-672\_Outage\_HVAC and Recovery.pdf

Campus Services approves.

Kind Regards,

*Dee*



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

**From:** Hank Moreman <hankmoreman@auburn.edu>  
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**To:** Megan Adamson <meb0056@auburn.edu>; Dee Sneed <deesneed@auburn.edu>; Kristy Cannon <kdf0019@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Wendy Peacock <wkp0003@auburn.edu>; Jonathan Haney <haneyjd@auburn.edu>  
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**From:** Travis Tally  
**Sent:** Wednesday, August 13, 2025 10:27 AM  
**To:** Hank Moreman; Megan Adamson; Dee Sneed; Kristy Cannon; Fred Buchanan; Wendy Peacock; Jonathan Haney  
**Cc:** Josh Conradson  
**Subject:** RE: 23-672\_Outage\_HVAC and Recovery.pdf

I approve.

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**From:** Josh Conradson  
**Sent:** Wednesday, August 13, 2025 10:32 AM  
**To:** Travis Tally; Hank Moreman; Megan Adamson; Dee Sneed; Kristy Cannon; Fred Buchanan; Wendy Peacock; Jonathan Haney  
**Subject:** RE: 23-672\_Outage\_HVAC and Recovery.pdf

Outage approved Hank.

### **Joshua R. Conradson, M.Ed, PMP, CEFM**

*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](mailto:conrajr@auburn.edu)

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