

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 |
| | | | | | | | | |
| 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 _____

John Bumpers

From: Julie Huff
Sent: Tuesday, August 12, 2025 11:31 AM
To: John Bumpers
Subject: Re: 23-610 - Foy Hall Restrooms - Fire Alarm Testing Final Inspection

Approved.

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

From: John Bumpers <jkb0007@auburn.edu>
Date: Tuesday, August 12, 2025 at 11:01 AM
To: Glenn Loughridge <gal0008@auburn.edu>, Patricia James <pmr0015@auburn.edu>, Julie Huff <hilljul@auburn.edu>, Melissa Irvin Howell <howelmi@auburn.edu>
Subject: RE: 23-610 - Foy Hall Restrooms - Fire Alarm Testing Final Inspection

Hey everyone –

Checking in once more on the Thursday morning fire alarm test, set for 8:30am. If there are any conflicts with that schedule, just let me know and we will adjust accordingly. If this time works for everyone, please respond to this email with your approval and we will proceed as scheduled!

Thank you,

John Bumpers
Auburn University Facilities Management
C: 334.734.1465 | JKBoo07@auburn.edu

From: John Bumpers
Sent: Friday, August 8, 2025 2:14 PM
To: Glenn Loughridge <gal0008@auburn.edu>; Cindi Malinick <cbm0060@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>
Cc: Mark Armstrong <armstm2@auburn.edu>
Subject: RE: 23-610 - Foy Hall Restrooms - Fire Alarm Testing Final Inspection

Good afternoon, everyone –

I apologize for the schedule change on this one, but there are a couple of issues that were found when pretesting the fire alarm devices that may not be ready on Monday. As a precaution, we are attempting to reschedule the fire alarm test for Thursday of next week, and right now we are looking at 8:30am as the potential time for this one.

John Bumpers

From: Patricia James
Sent: Tuesday, August 12, 2025 11:02 AM
To: John Bumpers; Glenn Loughridge; Julie Huff; Melissa Irvin Howell
Subject: RE: 23-610 - Foy Hall Restrooms - Fire Alarm Testing Final Inspection

CLA approves.

From: John Bumpers <jkb0007@auburn.edu>
Sent: Tuesday, August 12, 2025 11:01 AM
To: Glenn Loughridge <gal0008@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>
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To: Glenn Loughridge <gal0008@auburn.edu>; Cindi Malinick <cbm0060@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>
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I know as we approach the start of the fall semester, there may be more and more activity in the building, so please let me know if this will cause any issues or conflict with any events in the building. We can certainly adjust the timing on Thursday if another time is better for everyone.

Thank you,

John Bumpers

From: Glenn Loughridge
Sent: Tuesday, August 12, 2025 11:57 AM
To: Patricia James; John Bumpers; Julie Huff; Melissa Irvin Howell
Subject: Re: 23-610 - Foy Hall Restrooms - Fire Alarm Testing Final Inspection

Approved for dining.

Glenn

From: Patricia James <pmr0015@auburn.edu>
Date: Tuesday, August 12, 2025 at 11:01 AM
To: John Bumpers <jkb0007@auburn.edu>, Glenn Loughridge <gal0008@auburn.edu>, Julie Huff <hilljul@auburn.edu>, Melissa Irvin Howell <howelmi@auburn.edu>
Subject: RE: 23-610 - Foy Hall Restrooms - Fire Alarm Testing Final Inspection

CLA approves.

From: John Bumpers <jkb0007@auburn.edu>
Sent: Tuesday, August 12, 2025 11:01 AM
To: Glenn Loughridge <gal0008@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>
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John Bumpers

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John Bumpers

From: Melissa Irvin Howell
Sent: Tuesday, August 12, 2025 11:15 AM
To: John Bumpers
Subject: Re: 23-610 - Foy Hall Restrooms - Fire Alarm Testing Final Inspection

Approved on behalf of Student Affairs.

Sent from my iPhone

On Aug 12, 2025, at 11:01 AM, John Bumpers <jkb0007@auburn.edu> wrote:

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Auburn University Facilities Management

C: 334.734.1465 | JKBoo07@auburn.edu

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Sent: Friday, August 8, 2025 2:14 PM
To: Glenn Loughridge <gal0008@auburn.edu>; Cindi Malinick <cbm0060@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>
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John Bumpers

From: Mark Armstrong
Sent: Friday, August 8, 2025 3:13 PM
To: John Bumpers
Subject: RE: 23-610 - Foy Hall Restrooms - Fire Alarm Testing Final Inspection

Thursday is also fine with FYE.

Mark

From: John Bumpers <jkb0007@auburn.edu>
Sent: Friday, August 8, 2025 2:14 PM
To: Glenn Loughridge <gal0008@auburn.edu>; Cindi Malinick <cbm0060@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>
Cc: Mark Armstrong <armstm2@auburn.edu>
Subject: RE: 23-610 - Foy Hall Restrooms - Fire Alarm Testing Final Inspection

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Thank you,

John Bumpers
Auburn University Facilities Management
C: 334.734.1465 | JKBoo07@auburn.edu

From: John Bumpers
Sent: Wednesday, August 6, 2025 10:13 AM
To: Glenn Loughridge <gal0008@auburn.edu>; Cindi Malinick <cbm0060@auburn.edu>; Patricia James <pmr0015@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Melissa Irvin Howell <howelmi@auburn.edu>
Subject: 23-610 - Foy Hall Restrooms - Fire Alarm Testing Final Inspection

Good morning, everyone –

We're planning for the final inspection of the newly renovated Foy Hall restrooms on level 1 for early next week, and we're currently targeting Monday, 08/11, at 2:30pm if our inspectors' schedules align properly. During this inspection, we will need to test the fire alarm devices in these restrooms, and this will set off the alarm throughout the building. We're planning to announce the test over the fire alarm

John Bumpers

From: Bob Hix
Sent: Tuesday, August 12, 2025 1:10 PM
To: John Bumpers; Nolan Yon
Subject: RE: 23-610 - Foy Hall - FA Testing Outage - 25.08.14

Approved

Bob Hix, P.E.

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

From: John Bumpers <jkb0007@auburn.edu>
Sent: Tuesday, August 12, 2025 11:49 AM
To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>
Subject: RE: 23-610 - Foy Hall - FA Testing Outage - 25.08.14

Hey Bob & Nolan –

We have shifted this inspection and the fire alarm test to 8:30am-9:30am on Thursday, August 14th. I've gotten approvals from the clients in the building for this new day and time, and I just spoke with the GC and they have confirmed that everything will be ready this time around.

If you approve of this one, would you mind shooting over an email approval for this new schedule?

Thanks!

John Bumpers

Auburn University Facilities Management

C: 334.734.1465 | JKBoo07@auburn.edu

From: Bob Hix <hixjame@auburn.edu>
Sent: Thursday, August 7, 2025 12:32 PM
To: John Bumpers <jkb0007@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>
Subject: RE: 23-610 - Foy Hall - FA Testing Outage - 25.08.11

Approved

Bob Hix, P.E.

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

From: John Bumpers <jkb0007@auburn.edu>
Sent: Thursday, August 7, 2025 11:08 AM
To: Bob Hix <hixjame@auburn.edu>; Nolan Yon <yonbenj@auburn.edu>
Subject: 23-610 - Foy Hall - FA Testing Outage - 25.08.11

Hey Bob & Nolan –