

## Planned Outage and Interruption Request

Work Owner \_\_\_\_\_ Organization \_\_\_\_\_ Phone \_\_\_\_\_

Onsite Contact \_\_\_\_\_ Phone \_\_\_\_\_

Project # \_\_\_\_\_ 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>		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>				
<b>Utility Outage</b> <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>
<b>Outside Closures</b>		Roadway		Sidewalk		Bike Lane		Waste Receptacle
		Parking Spaces		ADA Facilities		Traffic Signal		Other <small>(Explain below)</small>
<b>Life Safety System Outage</b> <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 &amp; Safety and University Engineer)</small>				Note:		
<b>Life Safety Notifications</b>		Annual Fire Alarm Test and Inspection		Fire Suppression System Testing		Fire Alarm System Testing		Fire Alarm System Download
<b>Notifications</b>		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								
<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
	McClure			Ken, Ryan, Rob			Spurlin	
<b>Campus Services/Landscape</b>								
Approval Required?	Approved By:	Date						
	Ryan Harris							
For Life Safety Systems								
<b>University Engineer</b>			<b>Risk Management and Safety</b>					
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 \_\_\_\_\_

Outages					
Outage	#	Building	Location	Bypass	Notes
25	282	President's Mansion	In Vault Near Samford	Yes	8/20/2025 1:00 - 2:00
26	283	President's Mansion	In Vault Near Samford	Yes	8/20/2025 2:00 - 3:00
27	376	Presidents Mansion	In Vault	No	8/20/2025 3:00 - 4:00

**From:** [Ryan Harris](#)  
**To:** [George Reese](#); [Bruce Arnold](#); [Scott McClure](#)  
**Subject:** Re: 24-426 outage request  
**Date:** Friday, August 15, 2025 2:39:18 PM

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Approved

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**From:** George Reese <reesegp@auburn.edu>  
**Sent:** Friday, August 15, 2025 1:57 PM  
**To:** Bruce Arnold <gba0004@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Ryan Harris <rhc0072@auburn.edu>  
**Subject:** 24-426 outage request

Please review 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](mailto:reesegp@auburn.edu)

**From:** [Bruce Arnold](#)  
**To:** [George Reese](#); [Scott McClure](#); [Ryan Harris](#)  
**Subject:** RE: 24-426 outage request  
**Date:** Monday, August 18, 2025 4:40:48 PM

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I approve

Bruce

Gary B. "Bruce" Arnold, CEFP

AU '83

Assistant Director, Maintenance

Facilities Management

Auburn University

Cell: 334-734-3225

Email: [gba0004@auburn.edu](mailto:gba0004@auburn.edu)

1161 West Samford Avenue

Auburn, AL 36849

Scott McClure via phone  
8/19/2025



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**From:** George Reese <[reesegp@auburn.edu](mailto:reesegp@auburn.edu)>

**Sent:** Friday, August 15, 2025 1:57 PM

**To:** Bruce Arnold <[gba0004@auburn.edu](mailto:gba0004@auburn.edu)>; Scott McClure <[mccluws@auburn.edu](mailto:mccluws@auburn.edu)>; Ryan Harris <[rch0072@auburn.edu](mailto:rch0072@auburn.edu)>

**Subject:** 24-426 outage request

Please review 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](mailto:reesegp@auburn.edu)

**From:** [Ken Martin](#)  
**To:** [George Reese](#)  
**Cc:** [Rob Engle](#); [Ryan Landry](#)  
**Subject:** RE: 24-42\6  
**Date:** Tuesday, August 19, 2025 8:02:50 AM

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Approved



**Ken Martin P.E., C.E.M.**

Director, Client Relations  
Facilities Management  
334.740.2088

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**From:** George Reese <[reesegp@auburn.edu](mailto:reesegp@auburn.edu)>  
**Sent:** Tuesday, August 19, 2025 8:00 AM  
**To:** Ken Martin <[martikj@auburn.edu](mailto:martikj@auburn.edu)>  
**Subject:** FW: 24-42\6

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](mailto:reesegp@auburn.edu)

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**From:** Andrew Spurlin <[jas0250@auburn.edu](mailto:jas0250@auburn.edu)>  
**Sent:** Tuesday, August 19, 2025 7:49 AM  
**To:** George Reese <[reesegp@auburn.edu](mailto:reesegp@auburn.edu)>  
**Subject:** RE: 24-42\6

Pulled the website, for a whole-building utility outage for the President's House, you still need Utility Management approval, as well as the key contact for that building, Susan Nesmith. I've added those contacts to the sheet.

Shoot them a quick email or give them a call, definitely want those added before you formally submit, if at all possible.

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**From:** George Reese <[reesegp@auburn.edu](mailto:reesegp@auburn.edu)>  
**Sent:** Tuesday, August 19, 2025 7:41 AM  
**To:** Andrew Spurlin <[jas0250@auburn.edu](mailto:jas0250@auburn.edu)>  
**Subject:** 24-42\6

**From:** [Bruce Arnold](#)  
**To:** [George Reese](#)  
**Subject:** Screenshot 2025-08-19 at 11:56:20 AM  
**Date:** Tuesday, August 19, 2025 11:57:21 AM

Here is a screenshot of her approval.

