

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
	Moore						Spurlin	
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			
	Hix			Haney				
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: Date _____

From: [Bob Hix](#)
To: [George Reese](#); [Julie Huff](#); [Edward Thomas](#); [Misty Glazier](#); [Gail Gauntt](#); [Eric Moore](#); [Fred Buchanan](#); [Jonathan Haney](#)
Cc: [Carter Miles](#); kirbybrown@amcoinc.com
Subject: RE: 24-475 fire alarm outage notification
Date: Monday, September 15, 2025 2:01:28 PM

Approved

Bob Hix, P.E.

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

From: George Reese <reesegp@auburn.edu>
Sent: Monday, September 15, 2025 1:57 PM
To: Julie Huff <hilljul@auburn.edu>; Edward Thomas <etjr@auburn.edu>; Misty Glazier <mmb0003@auburn.edu>; Gail Gauntt <gauntgd@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jonathan Haney <haneyjd@auburn.edu>
Cc: Carter Miles <milescm@auburn.edu>; kirbybrown@amcoinc.com
Subject: 24-475 fire alarm outage notification

All,

Please see attached fire alarm outage request for the attic of Extension Hall. Please review and reply.

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: [Edward Thomas](#)
To: [George Reese](#); [Julie Huff](#); [Misty Glazier](#); [Gail Gauntt](#); [Eric Moore](#); [Fred Buchanan](#); [Bob Hix](#); [Jonathan Haney](#)
Cc: [Carter Miles](#); kirbybrown@amcoinc.com
Subject: Re: 24-475 fire alarm outage notification
Date: Tuesday, September 16, 2025 8:21:23 AM

Approved for COSAM

Edward Thomas, Jr., Ph.D.
Dean, College of Sciences and Mathematics
Professor of Physics
Auburn University, Auburn, AL 36849-5311
Office: 334-844-5737 | Email: etjr@auburn.edu
Web: <https://aub.ie/eetjr>

From: George Reese <reesegp@auburn.edu>
Date: Monday, September 15, 2025 at 1:57 PM
To: Julie Huff <hilljul@auburn.edu>, Edward Thomas <etjr@auburn.edu>, Misty Glazier <mmb0003@auburn.edu>, Gail Gauntt <gauntgd@auburn.edu>, Eric Moore <jem0028@auburn.edu>, Fred Buchanan <buchaf1@auburn.edu>, Bob Hix <hixjame@auburn.edu>, Jonathan Haney <haneyjd@auburn.edu>
Cc: Carter Miles <milescm@auburn.edu>, kirbybrown@amcoinc.com <kirbybrown@amcoinc.com>
Subject: 24-475 fire alarm outage notification

All,

Please see attached fire alarm outage request for the attic of Extension Hall. Please review and reply.

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: [Eric Moore](#)
To: [Fred Buchanan](#); [Jonathan Haney](#); [George Reese](#); [Julie Huff](#); [Edward Thomas](#); [Misty Glazier](#); [Gail Gauntt](#); [Bob Hix](#)
Cc: [Carter Miles](#); kirbybrown@amcoinc.com
Subject: RE: 24-475 fire alarm outage notification
Date: Tuesday, September 16, 2025 1:07:52 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

I approve

From: Fred Buchanan <buchaf1@auburn.edu>
Sent: Tuesday, September 16, 2025 8:20 AM
To: Jonathan Haney <haneyjd@auburn.edu>; George Reese <reesegp@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Edward Thomas <etjr@auburn.edu>; Misty Glazier <mmb0003@auburn.edu>; Gail Gauntt <gauntgd@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Bob Hix <hixjame@auburn.edu>
Cc: Carter Miles <milescm@auburn.edu>; kirbybrown@amcoinc.com
Subject: RE: 24-475 fire alarm outage notification

I approve.
Fred

From: Jonathan Haney <haneyjd@auburn.edu>
Sent: Monday, September 15, 2025 2:12 PM
To: George Reese <reesegp@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Edward Thomas <etjr@auburn.edu>; Misty Glazier <mmb0003@auburn.edu>; Gail Gauntt <gauntgd@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Bob Hix <hixjame@auburn.edu>
Cc: Carter Miles <milescm@auburn.edu>; kirbybrown@amcoinc.com
Subject: RE: 24-475 fire alarm outage notification

Approved



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
cws.auburn.edu/rms



From: [Fred Buchanan](#)
To: [Jonathan Haney](#); [George Reese](#); [Julie Huff](#); [Edward Thomas](#); [Misty Glazier](#); [Gail Gauntt](#); [Eric Moore](#); [Bob Hix](#)
Cc: [Carter Miles](#); kirbybrown@amcoinc.com
Subject: RE: 24-475 fire alarm outage notification
Date: Tuesday, September 16, 2025 8:20:09 AM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

I approve.
Fred

From: Jonathan Haney <haneyjd@auburn.edu>
Sent: Monday, September 15, 2025 2:12 PM
To: George Reese <reesegp@auburn.edu>; Julie Huff <hilljul@auburn.edu>; Edward Thomas <etjr@auburn.edu>; Misty Glazier <mmb0003@auburn.edu>; Gail Gauntt <gauntgd@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Bob Hix <hixjame@auburn.edu>
Cc: Carter Miles <milescm@auburn.edu>; kirbybrown@amcoinc.com
Subject: RE: 24-475 fire alarm outage notification

Approved



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Specialist III, Safety & Health
Risk Management & Safety
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O: 334.844.4870 | M: 334.750.9981
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cws.auburn.edu/rms



From: George Reese <reesegp@auburn.edu>
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To: Julie Huff <hilljul@auburn.edu>; Edward Thomas <etjr@auburn.edu>; Misty Glazier <mmb0003@auburn.edu>; Gail Gauntt <gauntgd@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jonathan Haney <haneyjd@auburn.edu>
Cc: Carter Miles <milescm@auburn.edu>; kirbybrown@amcoinc.com
Subject: 24-475 fire alarm outage notification

All,
Please see attached fire alarm outage request for the attic of Extension Hall. Please

From: [Gail Gauntt](#)
To: [George Reese](#); [Julie Huff](#); [Edward Thomas](#); [Misty Glazier](#); [Eric Moore](#); [Fred Buchanan](#); [Bob Hix](#); [Jonathan Haney](#)
Cc: [Carter Miles](#); [kirbybrown@amcoinc.com](#)
Subject: RE: 24-475 fire alarm outage notification
Date: Tuesday, September 16, 2025 10:04:16 AM

Approve for Outreach GEDI offices. Gail

From: George Reese <reesegp@auburn.edu>
Sent: Monday, September 15, 2025 1:57 PM
To: Julie Huff <hilljul@auburn.edu>; Edward Thomas <etjr@auburn.edu>; Misty Glazier <mmb0003@auburn.edu>; Gail Gauntt <gauntgd@auburn.edu>; Eric Moore <jem0028@auburn.edu>; Fred Buchanan <buchaf1@auburn.edu>; Bob Hix <hixjame@auburn.edu>; Jonathan Haney <haneyjd@auburn.edu>
Cc: Carter Miles <milescm@auburn.edu>; kirbybrown@amcoinc.com
Subject: 24-475 fire alarm outage notification

All,

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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: [Jonathan Haney](#)
To: [George Reese](#); [Julie Huff](#); [Edward Thomas](#); [Misty Glazier](#); [Gail Gauntt](#); [Eric Moore](#); [Fred Buchanan](#); [Bob Hix](#)
Cc: [Carter Miles](#); kirbybrown@amcoinc.com
Subject: RE: 24-475 fire alarm outage notification
Date: Monday, September 15, 2025 2:12:25 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Approved



Jon Haney '08

Specialist III, Safety & Health
Risk Management & Safety
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C: 334-703-7212 | reesegp@auburn.edu

From: [Julie Huff](#)
To: [George Reese](#); [Edward Thomas](#); [Misty Glazier](#); [Gail Gauntt](#); [Eric Moore](#); [Fred Buchanan](#); [Bob Hix](#); [Jonathan Haney](#)
Cc: [Carter Miles](#); kirbybrown@amcoinc.com
Subject: Re: 24-475 fire alarm outage notification
Date: Monday, September 15, 2025 2:11:24 PM

Approved for the Provost's Office.

Jules

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

From: George Reese <reesegp@auburn.edu>
Date: Monday, September 15, 2025 at 1:57 PM
To: Julie Huff <hilljul@auburn.edu>, Edward Thomas <etjr@auburn.edu>, Misty Glazier <mmb0003@auburn.edu>, Gail Gauntt <gauntgd@auburn.edu>, Eric Moore <jem0028@auburn.edu>, Fred Buchanan <buchaf1@auburn.edu>, Bob Hix <hixjame@auburn.edu>, Jonathan Haney <haneyjd@auburn.edu>
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From: [Misty Glazier](#)
To: [George Reese](#); [Julie Huff](#); [Edward Thomas](#); [Gail Gauntt](#); [Eric Moore](#); [Fred Buchanan](#); [Bob Hix](#); [Jonathan Haney](#)
Cc: [Carter Miles](#); kirbybrown@amcoinc.com
Subject: RE: 24-475 fire alarm outage notification
Date: Monday, September 15, 2025 2:01:59 PM

approved

From: George Reese <reesegp@auburn.edu>
Sent: Monday, September 15, 2025 1:57 PM
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