

Planned Outage and Interruption Request

Work Owner Tiffany Horton Organization AUFM Phone 334-750-7840

Onsite Contact CJ McKee Phone 301-509-5124

Project # 25-098 Customer Request TBD WO Number TBD

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

Physically removing previously abandoned VAV pipes. A partial mechanical plan is attached.

Building(s) or Location(s) Affected

Hoerlein Hall

Specific Space Affected (Room Numbers)

301, C117, 302, 303, and 303A

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

There will be no air conditioning during this time.

Schedule:

Start Date: 10/16/25 Start Time: 07:00 End Date: 10/16/25 End Time: 12:00

Planned Outage and Interruption Request

Planning Reviews (Per Review Matrix):

Organization	Review Required?	Reviewer	Review Date
Maintenance Zone Manager or Supervisor	Yes	Nathaniel Evans / Shane Johnson	10/14/2025
Utility Supervisor	No	--	
Others as Needed	No	--	

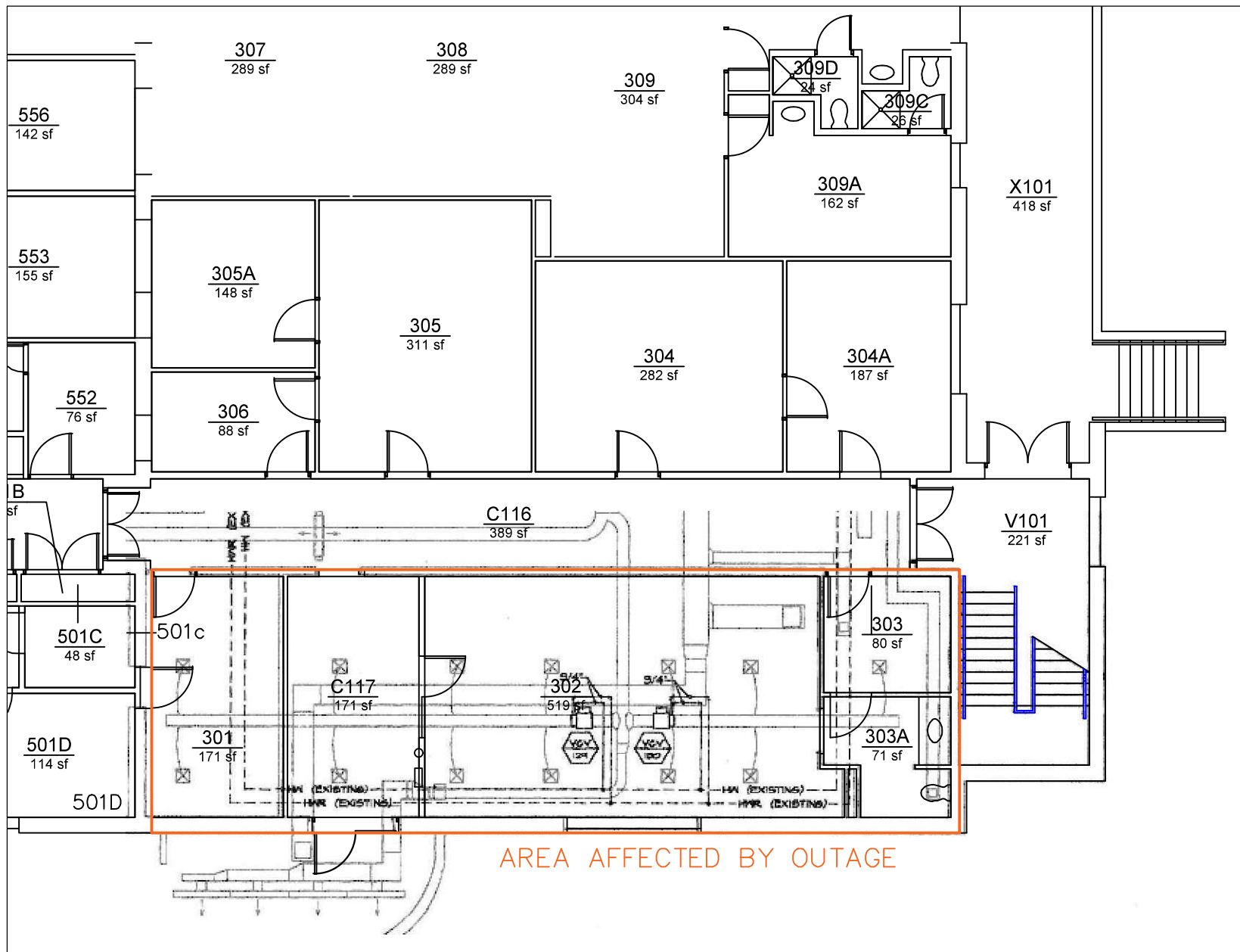
Client Approvals (Per Approval Matrix):

Organizations Affected by Work, Interruption, or Outage			
Client	Building(s)	Key Contact	Approval Date
CVM	Hoerlein Hall	Joe Lewis	10/14/2025
CVM	Hoerlein Hall	Rawlins Cleveland	10/14/2025

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
Yes	S. McClure	10/13/2025	No			Yes	Nordy Blackock	10/14/2025
Campus Services/Landscape								
Approval Required?	Approved By:	Date						
No								
For Life Safety Systems								
University Engineer			Risk Management and Safety					
Approval Required?	Approved By:	Date	Approval Required?	Approved By:	Date			
No			No					
Work Management								
Received By:		Date Received	Time Received		Date Notice Issued		Time Issued	

Work Owner Signature: Tiffany Horton Date 10/14/2025



25-098 HOERLEIN HALL – RM 302,
VARIOUS REPAIRS & UPDATES

Signature:

Email: lewisbi@auburn.edu

Signature: Scott McClure
Scott McClure (Oct 13, 2025 10:02:55 CDT)

Email: mccluws@auburn.edu

Signature: Rawlins Cleveland
Rawlins Cleveland (Oct 14, 2025 00:13:39 CDT)

Email: rkc0018@auburn.edu

Outage and Interruption Form 25-098 HVAC 10102025

Interim Agreement Report

2025-10-14

Created:	2025-10-10
By:	Tiffany Horton (phillti@auburn.edu)
Status:	Out for Signature
Transaction ID:	CBJCHBCAABAAI9sX6szp6AWyImThn_noLv9AJL6_TCG

Agreement History

Agreement history is the list of the events that have impacted the status of the agreement prior to the final signature. A final audit report will be generated when the agreement is complete.

"Outage and Interruption Form 25-098 HVAC 10102025" History

-  Document created by Tiffany Horton (phillti@auburn.edu)
2025-10-10 - 3:56:41 PM GMT- IP address: 131.204.254.132
-  Document emailed to nze0001@auburn.edu for approval
2025-10-10 - 4:03:12 PM GMT
-  Document emailed to johnsha@auburn.edu for approval
2025-10-10 - 4:03:12 PM GMT
-  Document emailed to lewisbi@auburn.edu for signature
2025-10-10 - 4:03:13 PM GMT
-  Document emailed to rkc0018@auburn.edu for signature
2025-10-10 - 4:03:13 PM GMT
-  Document emailed to mccluws@auburn.edu for signature
2025-10-10 - 4:03:13 PM GMT
-  Email viewed by lewisbi@auburn.edu
2025-10-10 - 4:03:35 PM GMT- IP address: 74.179.67.157
-  Email viewed by nze0001@auburn.edu
2025-10-10 - 4:07:20 PM GMT- IP address: 172.225.216.83
-  Email viewed by mccluws@auburn.edu
2025-10-10 - 6:32:10 PM GMT- IP address: 104.28.32.102



 Signer mccluws@auburn.edu entered name at signing as Scott McClure

2025-10-13 - 3:02:53 PM GMT- IP address: 131.204.254.113

 Document e-signed by Scott McClure (mccluws@auburn.edu)

Signature Date: 2025-10-13 - 3:02:55 PM GMT - Time Source: server- IP address: 131.204.254.113

 Email viewed by johnsha@auburn.edu

2025-10-13 - 5:27:02 PM GMT- IP address: 172.225.216.105

 Email viewed by rkc0018@auburn.edu

2025-10-14 - 1:12:49 PM GMT- IP address: 104.47.58.254

 Signer rkc0018@auburn.edu entered name at signing as Rawlins Cleveland

2025-10-14 - 1:13:37 PM GMT- IP address: 131.204.155.119

 Document e-signed by Rawlins Cleveland (rkc0018@auburn.edu)

Signature Date: 2025-10-14 - 1:13:39 PM GMT - Time Source: server- IP address: 131.204.155.119



From: [Nathaniel Evans](#)
To: [Joe Lewis](#); [Tiffany Horton](#); [Blake Houser](#); [Brian Platt](#)
Cc: [CJ McKee](#); [Shane Johnson](#); [Rawlins Cleveland](#); [Wendy Peacock](#); [Scott McClure](#)
Subject: RE: 25-098 Hoerlein Hall Rm 302 Reno Outage for VAV 10/16/2025
Date: Tuesday, October 14, 2025 11:26:20 AM
Attachments: [image001.png](#)

I approve

From: Joe Lewis <lewisbi@auburn.edu>
Sent: Tuesday, October 14, 2025 10:36 AM
To: Tiffany Horton <phillti@auburn.edu>; Blake Houser <bhouser@bradleyph.com>; Brian Platt <brianplatt@skcconstructionus.com>
Cc: CJ McKee <cjmckee@skcconstructionus.com>; Nathaniel Evans <nze0001@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Rawlins Cleveland <rkc0018@auburn.edu>; Wendy Peacock <wkp0003@auburn.edu>; Scott McClure <mccluws@auburn.edu>
Subject: Re: 25-098 Hoerlein Hall Rm 302 Reno Outage for VAV 10/16/2025

I approve

Joe

Get [Outlook for iOS](#)

From: Tiffany Horton <phillti@auburn.edu>
Sent: Friday, October 10, 2025 11:09:45 AM
To: Blake Houser <bhouser@bradleyph.com>; Brian Platt <brianplatt@skcconstructionus.com>; Joe Lewis <lewisbi@auburn.edu>
Cc: CJ McKee <cjmckee@skcconstructionus.com>; Nathaniel Evans <nze0001@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Rawlins Cleveland <rkc0018@auburn.edu>; Wendy Peacock <wkp0003@auburn.edu>; Scott McClure <mccluws@auburn.edu>
Subject: RE: 25-098 Hoerlein Hall Rm 302 Reno Outage for VAV 10/16/2025

Good morning all, I've sent the outage form via Adobe sign. AU signatories, please let me know if you did not receive a message. This is a new process I'm trying in an effort to speed up the signing process.

Thanks all,

Tiffany Horton

C: 334-750-7840 | phillti@auburn.edu

From: Blake Houser <bhouser@bradleyph.com>
Sent: Thursday, October 9, 2025 8:53 AM
To: Tiffany Horton <phillti@auburn.edu>; Brian Platt <brianplatt@skcconstructionus.com>; Joe

Lewis <lewisbi@auburn.edu>

Cc: CJ McKee <cjmckee@skcconstructionus.com>; Nathaniel Evans <nze0001@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Rawlins Cleveland <rkc0018@auburn.edu>; Wendy Peacock <wkp0003@auburn.edu>; Scott McClure <mccluws@auburn.edu>

Subject: RE: 25-098 Hoerlein Hall Rm 302 Reno Outage for VAV 10/16/2025

Tiffany,

I'd allow 4 hours please.

Blake Houser
Bradley Plumbing & Heating, Inc.
1445 Lee Road 10
Auburn, AL 36832
Office 334.271.0700
Cell 334.612.9833
bhouser@bradleyph.com

From: Tiffany Horton <phillti@auburn.edu>

Sent: Wednesday, October 8, 2025 3:10 PM

To: Brian Platt <brianplatt@skcconstructionus.com>; Joe Lewis <lewisbi@auburn.edu>

Cc: CJ McKee <cjmckee@skcconstructionus.com>; Nathaniel Evans <nze0001@auburn.edu>; Shane Johnson <johnsha@auburn.edu>; Rawlins Cleveland <rkc0018@auburn.edu>; Wendy Peacock <wkp0003@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Blake Houser <bhouser@bradleyph.com>

Subject: RE: 25-098 Hoerlein Hall Rm 302 Reno Outage for VAV 10/16/2025

Caution: This is an external email and may be malicious. Please take care when clicking links or opening attachments.

Brian, how long will the work take?

All, the following work will affect the following room as they will have no air conditioning during the outage: 301, C117, 302, 303, and 303A.

Tiffany Horton

C: 334-750-7840 | phillti@auburn.edu

From: Tiffany Horton

25-098 HVAC Outage Request

Final Audit Report

2025-10-14

Created:	2025-10-14
By:	Tiffany Horton (phillti@auburn.edu)
Status:	Signed
Transaction ID:	CBJCHBCAABAA6QGlrNK6qBlpwr3ZHImzhCGGg-b6-nQ9

"25-098 HVAC Outage Request" History

-  Document created by Tiffany Horton (phillti@auburn.edu)
2025-10-14 - 5:08:37 PM GMT- IP address: 131.204.254.132
-  Document emailed to Wendy Peacock (wkp0003@auburn.edu) for signature
2025-10-14 - 8:32:53 PM GMT
-  Email viewed by Wendy Peacock (wkp0003@auburn.edu)
2025-10-14 - 8:33:17 PM GMT- IP address: 131.204.254.132
-  Document e-signed by Wendy Peacock (wkp0003@auburn.edu)
Signature Date: 2025-10-14 - 8:34:27 PM GMT - Time Source: server- IP address: 131.204.254.132
-  Agreement completed.
2025-10-14 - 8:34:27 PM GMT