

## 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 (Life Safety Approval required)	Other (Explain below)		
<b>Utility Outage</b> <small>(If entire building is out)</small>	Electric Power	Natural Gas	Sewer from Building	Domestic Water
	Hot Water (Central Plant)	Chilled Water (Central Plant)	Steam (Central Plant)	Other (Explain Below)
<b>Outside Closures</b>	Roadway	Sidewalk	Bike Lane	Waste Receptacle
	Parking Spaces	ADA Facilities	Traffic Signal	Other (Explain below)
<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 (Determined by Risk Management & Safety and University Engineer)	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 (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
								Wendy Peacock
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: Tyler Hand Date \_\_\_\_\_



Loading dock access will be available for deliveries at dock lift.  
Details will be worked out during Pre-Con on Friday, January 16.



**From:** [Christopher Potts](#)  
**To:** [Tyler Hand](#)  
**Subject:** RE: 25-226 - RBD Library & Mell Classroom Bldg - Roof Replacement, Phase III - Loading Dock Outage - Revised  
**Date:** Tuesday, January 20, 2026 10:15:13 AM

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I approve.

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**From:** Tyler Hand <tyler.hand@auburn.edu>  
**Sent:** Tuesday, January 20, 2026 9:46 AM  
**To:** Arishna Lastinger <ann0002@auburn.edu>; Anthony Pendleton <pendlaj@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Christopher Potts <pottscm@auburn.edu>  
**Cc:** Josh Conradson <conrajr@auburn.edu>  
**Subject:** FW: 25-226 - RBD Library & Mell Classroom Bldg - Roof Replacement, Phase III - Loading Dock Outage - Revised

All,

See the attached revised outage for the RBD Loading Dock.

Access to the loading dock for deliveries will remain open as needed as well as access to the dumpster and compactor.

Added map for 4 AU Service Vehicle Parking Spots on the 4<sup>th</sup> floor of the parking deck as requested.

Please let me know if approve this outage.

Thank you,

**Tyler Hand**  
*Project Manager, Construction Management*  
**Auburn University Facilities Management**  
1161 W Samford Ave, Building One  
Auburn University, AL 36849  
C: 334-703-2517 | [tyler.hand@auburn.edu](mailto:tyler.hand@auburn.edu)

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**From:** Tyler Hand  
**Sent:** Wednesday, January 14, 2026 7:44 AM  
**To:** Arishna Lastinger <ann0002@auburn.edu>; Anthony Pendleton <pendlaj@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Christopher Potts <pottscm@auburn.edu>  
**Cc:** Josh Conradson <conrajr@auburn.edu>  
**Subject:** 25-226 - RBD Library & Mell Classroom Bldg - Roof Replacement, Phase III - Loading Dock Outage

**From:** [Anthony Pendleton](#)  
**To:** [Tyler Hand](#); [Arishna Lastinger](#); [Travis Tally](#); [Christopher Potts](#)  
**Cc:** [Josh Conradson](#)  
**Subject:** RE: 25-226 - RBD Library & Mell Classroom Bldg - Roof Replacement, Phase III - Loading Dock Outage - Revised  
**Date:** Tuesday, January 20, 2026 9:50:32 AM

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Approved.

JP

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**From:** Tyler Hand <[tyler.hand@auburn.edu](mailto:tyler.hand@auburn.edu)>  
**Sent:** Tuesday, January 20, 2026 9:46 AM  
**To:** Arishna Lastinger <[ann0002@auburn.edu](mailto:ann0002@auburn.edu)>; Anthony Pendleton <[pendlaj@auburn.edu](mailto:pendlaj@auburn.edu)>; Travis Tally <[tallytp@auburn.edu](mailto:tallytp@auburn.edu)>; Christopher Potts <[pottscm@auburn.edu](mailto:pottscm@auburn.edu)>  
**Cc:** Josh Conradson <[conrajr@auburn.edu](mailto:conrajr@auburn.edu)>  
**Subject:** FW: 25-226 - RBD Library & Mell Classroom Bldg - Roof Replacement, Phase III - Loading Dock Outage - Revised

All,

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Please let me know if approve this outage.

Thank you,

**Tyler Hand**  
*Project Manager, Construction Management*  
**Auburn University Facilities Management**  
1161 W Samford Ave, Building One  
Auburn University, AL 36849  
C: 334-703-2517 | [tyler.hand@auburn.edu](mailto:tyler.hand@auburn.edu)

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**Sent:** Wednesday, January 14, 2026 7:44 AM  
**To:** Arishna Lastinger <[ann0002@auburn.edu](mailto:ann0002@auburn.edu)>; Anthony Pendleton <[pendlaj@auburn.edu](mailto:pendlaj@auburn.edu)>; Travis Tally <[tallytp@auburn.edu](mailto:tallytp@auburn.edu)>; Christopher Potts <[pottscm@auburn.edu](mailto:pottscm@auburn.edu)>  
**Cc:** Josh Conradson <[conrajr@auburn.edu](mailto:conrajr@auburn.edu)>

**From:** [Arishna Lastinger](#)  
**To:** [Tyler Hand](#); [Anthony Pendleton](#); [Travis Tally](#); [Christopher Potts](#)  
**Cc:** [Josh Conradson](#)  
**Subject:** RE: 25-226 - RBD Library & Mell Classroom Bldg - Roof Replacement, Phase III - Loading Dock Outage - Revised  
**Date:** Tuesday, January 20, 2026 10:03:25 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)  
[image004.png](#)  
[image005.png](#)

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Approved



**Arishna Lastinger**

Director  
Parking Services  
330 Lem Morrison Drive  
O: 334.844.4196  
[ann0002@auburn.edu](mailto:ann0002@auburn.edu)  
[auburn.edu/parking](http://auburn.edu/parking)



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**From:** Tyler Hand <tyler.hand@auburn.edu>  
**Sent:** Tuesday, January 20, 2026 9:46 AM  
**To:** Arishna Lastinger <ann0002@auburn.edu>; Anthony Pendleton <pendlaj@auburn.edu>; Travis Tally <tallytp@auburn.edu>; Christopher Potts <pottscm@auburn.edu>  
**Cc:** Josh Conradson <conrajr@auburn.edu>  
**Subject:** FW: 25-226 - RBD Library & Mell Classroom Bldg - Roof Replacement, Phase III - Loading Dock Outage - Revised

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Added map for 4 AU Service Vehicle Parking Spots on the 4<sup>th</sup> floor of the parking deck as requested.

Please let me know if approve this outage.

Thank you,

**From:** [Wendy Peacock](#)  
**To:** [Tyler Hand](#); [Matthew Wagner](#)  
**Cc:** [Sarah Smith](#)  
**Subject:** RE: 25-226 - RBD Library & Mell Classroom Bldg - Roof Replacement, Phase III - Loading Dock Outage - Revised  
**Date:** Tuesday, January 20, 2026 2:42:45 PM  
**Attachments:** [25-226- Outage and Interruption Form - Loading Dock.pdf](#)

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I approve.

In the future, I need to be presenting this to Jim and the directors a month prior to the outage. I am going to need to think through how this impacts the adjacent jobsite and parking deck as we have that worked out with the new Human Sciences building.

Auburn



**Wendy Peacock, MBC, PMP, CEEP**

Director Construction Operations  
Planning, Design & Construction  
1161 W Samford Ave, Auburn, AL 36849  
O: 334.734.0158  
[wkp0003@auburn.edu](mailto:wkp0003@auburn.edu)  
[fm.auburn.edu](http://fm.auburn.edu)



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**From:** Tyler Hand <tyler.hand@auburn.edu>  
**Sent:** Tuesday, January 20, 2026 2:20 PM  
**To:** Matthew Wagner <mhw0007@auburn.edu>; Wendy Peacock <wkp0003@auburn.edu>  
**Subject:** FW: 25-226 - RBD Library & Mell Classroom Bldg - Roof Replacement, Phase III - Loading Dock Outage - Revised

Guys,

See the attached approved.

Thanks,

**Tyler Hand**  
*Project Manager, Construction Management*  
**Auburn University Facilities Management**  
1161 W Samford Ave, Building One  
Auburn University, AL 36849  
C: 334-703-2517 | [tyler.hand@auburn.edu](mailto:tyler.hand@auburn.edu)

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**From:** Christopher Potts <[pottscm@auburn.edu](mailto:pottscm@auburn.edu)>