

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
							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.



4 Spots for AU Service Vehicles

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

I approve.

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 4th 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

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

Approved.

JP

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>
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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

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Sent: Wednesday, January 14, 2026 7:44 AM
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Cc: Josh Conradson <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](#)

Approved



Arishna Lastinger

Director
Parking Services
330 Lem Morrison Drive
O: 334.844.4196
ann0002@auburn.edu
auburn.edu/parking



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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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](#)

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.



Wendy Peacock, MBC, PMP, CEF
Director Construction Operations
Planning, Design & Construction
1161 W Samford Ave, Auburn, AL 36849
O: 334.734.0158
wkp0003@auburn.edu
fm.auburn.edu



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

From: Christopher Potts <pottscm@auburn.edu>