

Planned Outage and Interruption Request

Work Owner Alan Lindsay Organization Auburn University Phone 334 734-0539
 Onsite Contact David Stephenson Phone 205 807-8336
 Project # 25-215 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>	<input type="checkbox"/>	Building Access Control	<input type="checkbox"/>	Elevator	<input type="checkbox"/>	Laboratory Utility	<input type="checkbox"/>	Sanitary Sewer
	<input type="checkbox"/>	Electric Power	<input type="checkbox"/>	Heating Ventilation & A/C (HVAC)	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	Domestic Water
	<input type="checkbox"/>	Building Space/Entrances/ Occupant Flow	<input type="checkbox"/>	Telephone/IT	<input type="checkbox"/>	Fumehood	<input type="checkbox"/>	Cooler/Freezer
	<input type="checkbox"/>	Emergency Power <small>(Life Safety Approval required)</small>	<input type="checkbox"/>	Other <small>(Explain below)</small>	<input type="checkbox"/>		<input type="checkbox"/>	
Utility Outage <small>(If entire building is out)</small>	<input type="checkbox"/>	Electric Power	<input type="checkbox"/>	Natural Gas	<input type="checkbox"/>	Sewer from Building	<input type="checkbox"/>	Domestic Water
	<input type="checkbox"/>	Hot Water <small>(Central Plant)</small>	<input type="checkbox"/>	Chilled Water <small>(Central Plant)</small>	<input type="checkbox"/>	Steam <small>(Central Plant)</small>	<input type="checkbox"/>	Other <small>(Explain Below)</small>
Outside Closures	<input type="checkbox"/>	Roadway	<input type="checkbox"/>	Sidewalk	<input type="checkbox"/>	Bike Lane	<input type="checkbox"/>	Waste Receptacle
	<input checked="" type="checkbox"/>	Parking Spaces	<input type="checkbox"/>	ADA Facilities	<input type="checkbox"/>	Traffic Signal	<input type="checkbox"/>	Other <small>(Explain below)</small>
Life Safety System Outage <small>(Required any time system or components are taken out of service)</small>	<input type="checkbox"/>	Fire Alarm	<input type="checkbox"/>	Fire Suppression System and/or Fire Pump	<input type="checkbox"/>	Special Hazards Range Hood	<input type="checkbox"/>	Fire Hydrant
	<input type="checkbox"/>	Fire watch required? <input type="checkbox"/> Yes or <input type="checkbox"/> No <small>(Determined by Risk Management & Safety and University Engineer)</small>				Note: _____		
Life Safety Notifications	<input type="checkbox"/>	Annual Fire Alarm Test and Inspection	<input type="checkbox"/>	Fire Suppression System Testing	<input type="checkbox"/>	Fire Alarm System Testing	<input type="checkbox"/>	Fire Alarm System Download
Notifications	<input type="checkbox"/>	Unplanned Outage	<input type="checkbox"/>	Preventative Maintenance	<input type="checkbox"/>	Risk Mgt. & Safety Inspection	<input type="checkbox"/>	Other <small>(Explain below)</small>

Description of Work Activity

Parking spaces closed for installation of window film along north elevation of Duncan Hall

Building(s) or Location(s) Affected

Duncan Hall, the 7 parking spaces between Duncan and Science Center Labs.

Specific Space Affected (Room Numbers)

7 parking spaces outside the lobby for lift operation.

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

Lost parking spaces

Schedule:
 Start Date: 2/9/26 Start Time: 7:00 am End Date: 2/13/26 End Time: 4:45 pm

Planned Outage and Interruption Request

Planning Reviews (Per Review Matrix):

Organization	Review Required?	Reviewer	Review Date
Maintenance Zone Manager or Supervisor	no		
Utility Supervisor	no		
Others as Needed	yes	Parking Services	1/23/26

Client Approvals (Per Approval Matrix):

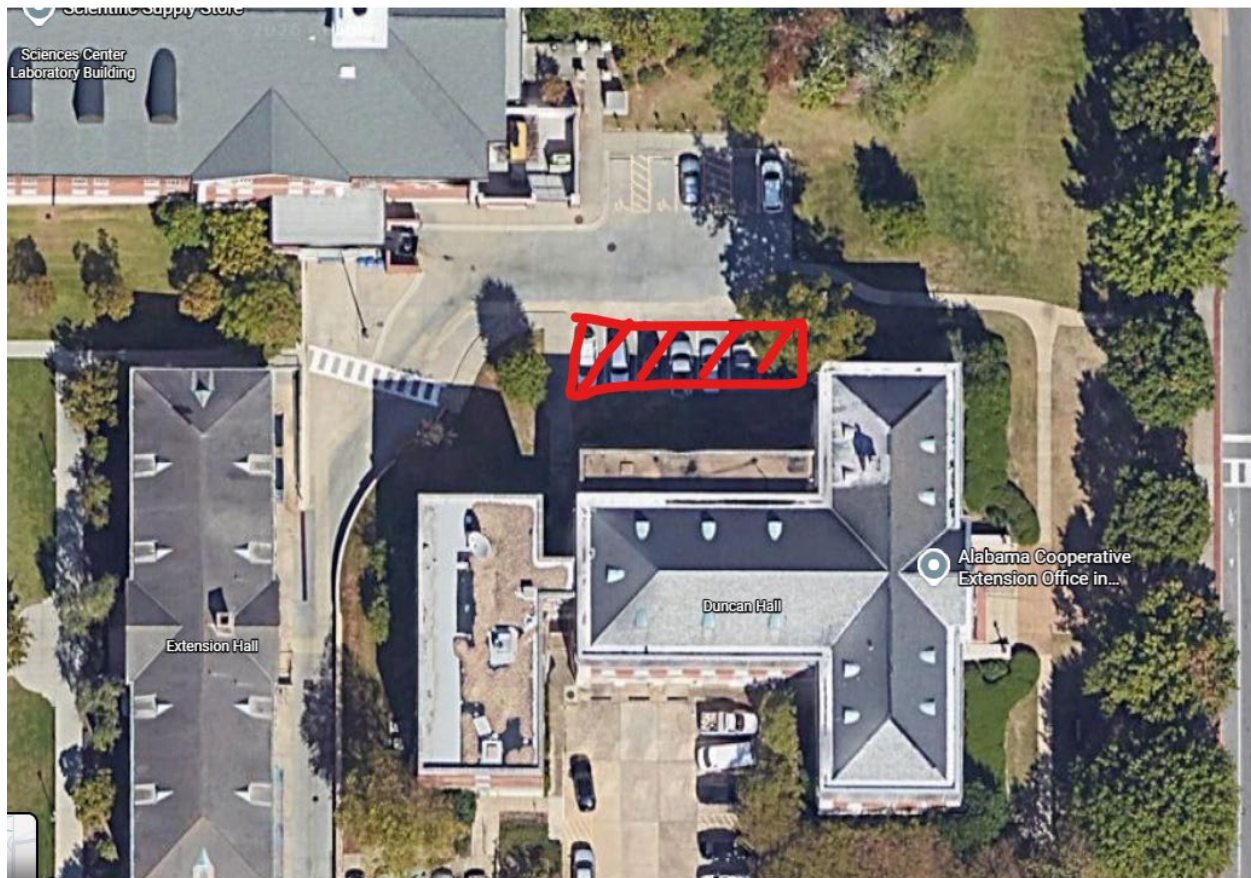
Organizations Affected by Work, Interruption, or Outage			
Client	Building(s)	Key Contact	Approval Date
ACES	Duncan Hall	Dana Boone	1/22/26

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	J. C.	1/23/26	no			yes		
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: _____ Date _____

Parking spaces to be closed at Duncan Hall from 2/09/26 to 2/13/26



From: [Dana Boone](#)
To: [Alan Lindsay](#)
Cc: [Eve Brantley](#)
Subject: RE: Outage Form for Window Film Install project# 25-215
Date: Thursday, January 22, 2026 12:55:23 PM

Alan,
I approve.

Thanks,
Dana

From: Alan Lindsay <lindsad@auburn.edu>
Sent: Thursday, January 22, 2026 9:57 AM
To: Dana Boone <barbedm@auburn.edu>
Subject: Outage Form for Window Film Install project# 25-215

Hey Mrs. Dana

I have an outage form for the planned installation of the window film to help the birds around Dudley. We are planning to install polarized window film on the second and third floors and will need access to some parking spots for the man lift. Attached is the outage approval form I just need confirmation through email that these parking spot closures are approved.

Thank you,

Alan Lindsay

Auburn University

Planning, Design and Construction

Project Manager, Studio A

Email: Lindsad@Auburn.edu

Cell: (334) 734-0539

From: [Josh Conradson](#)
To: [Alan Lindsay](#); [Eric Moore](#); [Scott McClure](#); [Arishna Lastinger](#)
Cc: [Ben Burmester](#); [C Wagoner](#); [DJ Townsend](#); [Kyle Cordie](#); [Bart Jones](#)
Subject: RE: Correction: Outage form for Duncan hall parking spaces project 25-215
Date: Friday, January 23, 2026 11:52:06 AM
Attachments: [25-215 Outage Parking.pdf](#)

Alan,

Outage approved. We are working on a boiler issue in Duncan so looping in the Zone 4 team for awareness. If there is any impacts anticipated from that repair effort we will coordinate with you.

Thank you,

Joshua R. Conradson, M.Ed, PMP, CEFM

Director of Maintenance

Auburn University Facilities Management

[1161 W Samford Ave, Auburn University, AL 36849](#)

C: [334-740-8218](tel:334-740-8218) | conrajr@auburn.edu

From: Alan Lindsay <lindsad@auburn.edu>
Sent: Friday, January 23, 2026 11:04 AM
To: Eric Moore <jem0028@auburn.edu>; Scott McClure <mcccluws@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
Cc: Ben Burmester <burmebc@auburn.edu>
Subject: Correction: Outage form for Duncan hall parking spaces project 25-215

Hello All,

There was a mistake on my previous email the outage is for Duncan Hall. The parking spaces outside the building will need to be closed for man lift access to install polarized film on the windows. Please let me know if you have any additional questions.
Thank you,

Alan Lindsay

Auburn University

Planning, Design and Construction

Project Manager, Studio A

Email: Lindsad@Auburn.edu

Cell: (334) 734-0539

From: [Arishna Lastinger](#)
To: [Alan Lindsay](#); [Eric Moore](#); [Scott McClure](#); [Josh Conradson](#)
Cc: [Ben Burmester](#)
Subject: RE: Correction: Outage form for Duncan hall parking spaces project 25-215
Date: Friday, January 23, 2026 12:08:57 PM
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: Alan Lindsay <lindsad@auburn.edu>
Sent: Friday, January 23, 2026 11:04 AM
To: Eric Moore <jem0028@auburn.edu>; Scott McClure <mccluws@auburn.edu>; Josh Conradson <conrajr@auburn.edu>; Arishna Lastinger <ann0002@auburn.edu>
Cc: Ben Burmester <burmebc@auburn.edu>
Subject: Correction: Outage form for Duncan hall parking spaces project 25-215

Hello All,

There was a mistake on my previous email the outage is for Duncan Hall. The parking spaces outside the building will need to be closed for man lift access to install polarized film on the windows. Please let me know if you have any additional questions. Thank you,

Alan Lindsay

Auburn University
Planning, Design and Construction
Project Manager, Studio A
Email: Lindsad@Auburn.edu
Cell: (334) 734-0539

From: [Wendy Peacock](#)
To: [Alan Lindsay](#)
Subject: RE: Outage for Duncan Hall Parking Spaces Project# 25-215
Date: Friday, January 30, 2026 3:35:31 PM

This is approved.

Auburn



Wendy Peacock, MBC, PMP, CEFP

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



From: Alan Lindsay <lindsad@auburn.edu>
Sent: Friday, January 23, 2026 1:34 PM
To: Wendy Peacock <wkp0003@auburn.edu>
Cc: Ben Burmester <burmebc@auburn.edu>
Subject: Outage for Duncan Hall Parking Spaces Project# 25-215

Hey Mrs. Wendy,

I have attached the Parking Outage form for Duncan Hall for your approval. The man lift used to install the polarized film on the exterior windows will be needed in this area. Maintenance, Parking Services, and the client have approved the outage, and their confirmation emails are attached.

Thank you,

Alan Lindsay

Auburn University
Planning, Design and Construction
Project Manager, Studio A
Email: Lindsad@Auburn.edu
Cell: (334) 734-0539