

## 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>	<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"/>	
<b>Utility Outage</b> <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>
<b>Outside Closures</b>	<input type="checkbox"/>	Roadway	<input type="checkbox"/>	Sidewalk	<input type="checkbox"/>	Bike Lane	<input type="checkbox"/>	Waste Receptacle
	<input type="checkbox"/>	Parking Spaces	<input type="checkbox"/>	ADA Facilities	<input type="checkbox"/>	Traffic Signal	<input type="checkbox"/>	Other <small>(Explain below)</small>
<b>Life Safety System Outage</b> <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? Yes or No <small>(Determined by Risk Management &amp; Safety and University Engineer)</small>			Note:			
<b>Life Safety Notifications</b>	<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
<b>Notifications</b>	<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**

**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
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: Alexander Hedgepath Date \_\_\_\_\_

### Re: Outage Request \_ Mell Concourse



Justin Sutton

To Wendy Peacock; Josh Conradson; Alexander Hedgepath

If there are problems with how this message is displayed, click here to view it in a web browser.



**Justin Sutton**  
Director, Landscape Services  
Facilities Management



**From:** Wendy Peacock <[wkp0003@auburn.edu](mailto:wkp0003@auburn.edu)>  
**Sent:** Wednesday, March 4, 2026 2:41 PM  
**To:** Josh Conradson <[conrajr@auburn.edu](mailto:conrajr@auburn.edu)>; Alexander Hedgepath <[abh0010@auburn.edu](mailto:abh0010@auburn.edu)>; Justin Sutton <[suttojs@auburn.edu](mailto:suttojs@auburn.edu)>  
**Subject:** Re: Outage Request \_ Mell Concourse

I approve.



**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](mailto:wkp0003@auburn.edu)  
[fm.auburn.edu](http://fm.auburn.edu)



**From:** Josh Conradson <[conrajr@auburn.edu](mailto:conrajr@auburn.edu)>  
**Sent:** Tuesday, March 3, 2026 7:18 PM  
**To:** Alexander Hedgepath <[abh0010@auburn.edu](mailto:abh0010@auburn.edu)>; Wendy Peacock <[wkp0003@auburn.edu](mailto:wkp0003@auburn.edu)>; Justin Sutton <[suttojs@auburn.edu](mailto:suttojs@auburn.edu)>  
**Subject:** RE: Outage Request \_ Mell Concourse

Outage approved Alex.

**Joshua R. Conradson, M.Ed, PMP, CEFP**  
Director of Maintenance  
Auburn University Facilities Management  
1161 W Samford Ave, Auburn University, AL 36849



Tree replacement project |  
Equipment and vehicle occupancy  
from March 9-13, 2026

Concourse  
Closed

Mell St

Harper Residence Hall

er Hall

Mell St

Mell Classroom Building

Mell St

Concourse  
Closed

nce Hall