

Contractor Request for Shutdown

Type of Outage/Service Interruption:

Utility Closure (i.e. electrical, HVAC, domestic hot or cold water) (if yes, go to step 1)

Street Closure (if yes, go to step 2)

Step 1 – Utility Outage/Service Interruption

Type of Outage: **Planned** **Limited Notice**

Explain nature of limited notice notification:

Planned – An interruption in utility services, which can be foreseen and includes all projects with enough lead time (preferably 10 or more business days) to allow them to be accomplished on a non-emergency basis.

Limited Notice – An interruption in utility services which cannot be foreseen and includes outages which must be accomplished within a short time frame to safeguard property, research and occupant health.

This form must be submitted by the Planner/Project Manager and sent to the Facilities Operations Supervisor in accordance with the following: outside contractors/Capital Projects that may be involved with or affected by the Energy Control Procedures must submit their procedures to the FO Building Technician and the FO Supervisor prior to approval for performing any work. Once the Facilities Operations Supervisor receives the form and approves it, her/she will need to submit an outage/service interruption notification through ServiceNow, which will then be distributed by the Facilities Integrated Service Center (FISC) via email.

Ten (10) working days' notice is required on all planned shutdowns.

WUSM Planner/Project Manager:

WUSM Project #:

WUSM Facilities Operations Supervisor:

Project Name/Area:

Building(s) Affected: Floor(s):

Type of outage: If "other", explain:

Outage Start Date:

Outage Start Time:

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Outage End Date:

Outage End Time:

Explanation of outage/service interruption:

Project Superintendent:

Contract:

Telephone #:

Location of Piping, Wiring, Etc.:

Size of Piping:

Number of Connections:

Is Pipe Insulated? Yes No

Asbestos? Yes No

Estimated Hours to Perform Work:

Subcontractor Name:

Regular Time or Premium Time

Estimated Cost: \$

Contractor's Requested Date:

Request Approved By:

C.C. Assistant Director of Maintenance and Engineering & Facilities Tech – Fire Alarms

Date:

Step 2 – Street Closure

Type of Outage: **Planned**

Limited Notice

Explain nature of limited notice notification:

Planned – An interruption in services, which can be foreseen and includes all projects with enough lead time (preferably 10 or more business days) to allow them to be accomplished on a non-emergency basis.

Limited Notice – An interruption in services which cannot be foreseen and includes outages which must be accomplished within a short time frame to safeguard property, research and occupant health.

This form must be submitted by the Planner/Project Manager and sent to the Facilities Operations Supervisor in accordance with the following: outside contractors/Capital Projects that may be involved with or affected by the Energy

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Control Procedures must submit their procedures to the FO Building Technician and the FO Supervisor prior to approval for performing any work. Once approved by all parties, this form must be emailed to the Communications Coordinator (at least ten (10) working days' notice is required on all planned shutdowns). Once the Communications Coordinator receives the form, he/she will approve it and include the notification in the weekly Facilities Operations Update.

WUSM Planner/Project Manager:

WUSM Project #:

WUSM Facilities Operations Supervisor:

Project Name/Area:

Street(s) Affected:

Explanation of street closure:

Map of street closure:

Start Date:

Start Time:

End Date:

End Time:

Project Superintendent:

Contract:

Telephone #:

Request Approved By:

Date:

Planned, Limited Notice and Emergency Outage guidelines can be found at:

<http://facilities.med.wustl.edu/about/facilities-management-guidelines/>.