**Type of Outage/Service Interruption:**

Utility Outage (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 15 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, 15 business days or less, 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, he/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.

In general, if service interruption will affect occupied area the work will need to be completed off hours. Off hours differ from building to building but in general begin at 7pm and end at 7am.

* Daytime hours approved by exception only.
* Outage notifications for shutdown isolated to the renovation area and not affecting adjacent area/floors are not required and can be performed during normal business hours.

**Fifteen (15) working days’ notice is required on all planned shutdowns.**

WUSM Planner/Project Manager:

WUSM Project #:

WUSM Facilities Operations Supervisor:

Project Name/Area:

If limited notice (less than 15 working days) detailed explanation on cause for inability to compete as a planned outage:

Type of outage:

Are materials on site to complete job:

Is a facilities technician needed to help investigate effects: Yes ☐ No ☐

Building(s) Affected:

Occupied Floor(s) Affected (attach highlighted floor plan or electrical panel if possible):

Detailed Explanation of outage/service interruption:

Project Superintendent: Cell #

Contractor Completing Work: Telephone #:

Location of Work:

Estimated Hours to Perform Work: Subcontractor Name:

Contractor’s Requested Date:

Supervisor Approval Date: \_\_\_\_\_\_\_\_\_ Supervisor Approval Start Time:\_\_\_\_\_\_\_\_\_\_\_Supervisor End Time\_\_\_\_\_\_\_\_\_\_\_\_

Request Approved By: **EAST SIDE** Adam Jones \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **WEST SIDE** Tom McGlynn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email signed approval to Contractor and Project Manager and

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

**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 15 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 the street closure and or must submit their procedures to the FO Building Technician, the FO Supervisor and Protective Services prior to approval for performing any work. Once the Facilities Operations Supervisor receives the form and approves it, he/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.

In general, if service interruption will affect occupied buildings and traffic flow during normal business hours, the work will need to be evaluated to determine if work needs to be completed off hours. Additionally, noise level, vibration and odors could affect occupied buildings within the area. This will need to be evaluated to determine if the work needs to be completed off hours. Off hours differ from building to building but in general begin at 6pm and end at 7am.

* Daytime hours approved by exception only.

**Fifteen (15) working days’ notice is required on all planned shutdowns.**

WUSM Planner/Project Manager:

WUSM Project #:

WUSM Facilities Operations Supervisor:

Project Name/Area:

If limited notice (less than 15 working days) detailed explanation on cause for inability to compete as a planned outage:

Street(s) Affected/Location:

Explanation of street closure:

Map of street closure:

Are materials on site to complete job:

Is a facilities technician needed to help investigate effects: Yes ☐ No ☐

Project Superintendent: Cell #:

Contractor Completing Work: Telephone #:

Contractors Request Date:

Supervisor Approval Date: \_\_\_\_\_\_\_\_\_ Supervisor Approval Start Time:\_\_\_\_\_\_\_\_\_\_\_Supervisor End Time\_\_\_\_\_\_\_\_\_\_\_\_

Request Approved By: **EAST SIDE** Adam Jones \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **WEST SIDE** Tom McGlynn \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
Please email signed approval to Contractor and Project Manager.

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

[**http://facilities.med.wustl.edu/about/facilities-management-guidelines/**](http://facilities.med.wustl.edu/about/facilities-management-guidelines/)