Utility Outage Request Form

Date: ____________________

Location: ________________________________________________________________

Reason for Outage: _______________________________________________________

*All outage requests require a minimum 14-day lead time from the date outage is received by Utilities. Please allow 2-3 days to process.

Requested Start Date: _______ Start Time: ________ am ☐ pm ☐

Requested End Date: ________ End Time: ________ am ☐ pm ☐

Utilities Affected:
☐ Steam ☐ Chilled Water
☐ Water ☐ Deionized Water
☐ Distilled Water ☐ Natural Gas
☐ Compressed Air ☐ Vacuum
☐ Air Conditioning ☐ Building Heat
☐ Electric Power ☐ Elevator ☐ Elevator #_____
☐ Fire Alarm ☐ Fire Suppression
☐ Other ________________________________

Fire Alarm Devices and Areas Affected:

Is Hot Work Involved? Yes ☐ No ☐
If yes. Work Type: ________________________________

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requester</td>
<td></td>
<td></td>
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<tr>
<td>FS Project Manager</td>
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<tr>
<td>Onsite Contact</td>
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<tr>
<td>Sub-Contractor</td>
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<tr>
<td>Prime Contractor</td>
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</tbody>
</table>

Request Sent To: _________________________________________________

Date Submitted: _________________________________________________

Date Approved: _________________________________________________

Date Rejected: _________________________________________________

Additional Information: ___________________________________________
Outage Directives

- The 14-day minimum request time starts on the next business day after the Utilities department receives the request for outage. Please consider this when requesting dates.

- During the 14 days, requests are made to campus representatives. The dates are approved, adjusted, or rejected. Utilities will then send the information back to the Facilities Project Manager for distribution back to the original requester.

- All Materials must be onsite before official request is made.