**Utility Outage Request Form**

**Date:**

**Location:**

Reason for Outage:

*All outage submissions by contractors require a minimum 14-day lead time from the date outage submission is received by Utilities. Please allow 5 business days for decision on approval.*

Requested Start Date: __________ Start Time: ________am □ pm □

Requested End Date: __________ End Time: ________am □ pm □

Utilities Affected:

- Steam
- Chilled Water
- Domestic Hot Water
- Domestic Cold Water
- Deionized Water
- Distilled Water
- Compressed Air
- Vacuum
- Air Conditioning
- Building Heat
- Electric Power
- Natural Gas
- Fire Alarm
- Fire Suppression
- Elevator
- Elevator #_______

Other: ________________________________

Fire Alarm Devices and Areas Affected:

Is Hot Work Involved? Yes □ No □

If yes. Work Type: *Please see Hot Work Request Form on next page

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
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<tbody>
<tr>
<td>Requester</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>
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Building Rep(s) Notified: ________________________________

Request Sent To: ________________________________

Date Submitted: ________________________________

Date Approved: ________________________________ Additional Comments: ________________________________

Date Rejected: ________________________________

**For Emergencies please contact One Call @ 865-946-7777**
PERMIT
FOR CUTTING AND WELDING

IMPORTANT—Follow precautions indicated*

Building: ________________________________________
Permit Issue Date: ________________________________________
Dept/Area: _________________________Floor___________
Work to be done: ________________________________________
______________________________________
______________________________________
Permit Expires: ________________________________________
Operator Name: ________________________________________
Assigned Fire Watch Name: ________________________________
Is this Fire Impairment? □ Yes □ No
*If YES, make sure to complete an Outage Request Form
Signed: ________________________________________
(Individual Responsible for authorizing welding and cutting)

Title: ________________________________________
Time Started: ___________ Time Completed: ___________

DANGER
PRECAUTIONS TO PREVENT FIRES
DO NOT CUT OR WELD UNTIL THE FOLLOWING
PRECAUTIONS HAVE BEEN TAKEN

Check each item below:
□ The work area was personally examined.
□ Sprinkler system is in operation.
□ There are no flammable liquids or un-purged tanks in the area.
□ The job will be confined to the area described on permit.
□ Floors are clean.
□ All combustibles have been located 35 feet from the job area and/or protected.
□ All floor and walls openings within 35 feet have been covered tightly.
□ Fire watchers have been assigned to the area and know how to give alarm.
□ Ample extinguishing equipment for immediate use has been provided.
□ All cutting & welding equipment was found to be in good repair.

FINAL CHECKUP

The work area was observed for at least 60 minutes after work was completed and found fire safe.
Signed: ________________________________________
Title: ________________________________________
Date: ___________ Time: ___________

*Complete this Hotwork Permit including having the precautions followed, signed by someone in authority and hang this permit in the vicinity of the hotwork operation. Check list and signatures must be filled out with pen onsite. Once the hotwork is complete in the area observed and signed off as being safe, sign this permit and retain it for review.
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.