

# UAF FACILITIES SERVICES OUTAGE NOTICE REQUEST

Scheduled outages require a minimum of 72-hour notice to building occupants and/or affected persons. An Outage Notice Request form must be completed and submitted to FS Work Management. Only the following UAF Facilities Services employees may request an outage; Director, Superintendent, Shop Supervisor, Utilities management, or Design and Construction management.

**The Maintenance and Operations Director or designee must authorize all outage requests!**

If the outage requires more time than stated on the notice, notify FS Work Management so that an additional notice can be posted.

See reverse side for definitions of requested information. **APPROVED BY :**

Work Order #:	
Shops Involved:	
Reason for Outage:	
Type of Outage:	
Buildings Affected:	
Start date & time:	
End date & time:	
Affected area/system:	
Emergency systems?	
Safety precautions:	
Other:	
Contact name & phone:	
Posting:	
Additional notification?	Fax# _____ Fax# _____ Fax# _____

**Please fax back completed form to Work Management at 2481**

# UAF FACILITIES SERVICES OUTAGE NOTICE REQUEST

Work Order #:	The WO number assigned to the outage. If one does not exist, and is needed, submit a work request to FS Work Management.
Shops Involved:	The name of the shops that will assist with the outage or who will need to follow-up on systems due to the outage
Reason for Outage:	The reason for the outage. Example: to replace leaking water valve, to rewire electrical vault, etc.
Type of Outage:	Enter the type of outage. i.e., POWER, RO WATER, STEAM OUTAGE , etc.
Buildings Affected:	The name(s) of the building(s) that will be affected by the outage.
Start date & time:	The date & time the outage begins. Use military time.
End date & time:	The date & time the outage ends. Use military time.
Affected area/system:	The area and/or systems that will be affected by the outage.
Emergency systems?	Will there be emergency systems available, such as... Heat during the winter? Ventilation? Will the elevators still work? Emergency lights?
Safety precautions:	Usually a precautionary statement such as "Disconnect sensitive equipment".
Other:	Usually a statement such as, "Use other facilities as necessary".
Contact name & phone:	The name & phone number of the person requesting the outage and who will be the point of contact should problems arise.
Posting:	The number of documents to be posted (other than the 18 for M&O) and who will post the documents. Requestor of outage is required to post notices.
Additional notification?	Are there individuals that require fax notification other than those departments routinely notified?  Routine notifications to: Environmental Health & Safety, Utilities, Design & Construction, University Dispatch, FS Work Management, & all M&O Shops