



FACILITIES MANAGEMENT  
Design & Construction

# Contractor Request for Outage

*(E-mail completed form to Design & Construction - Construction Manager)*

Project # \_\_\_\_\_ Project Title: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Person Performing Work: \_\_\_\_\_ Cell #: \_\_\_\_\_

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

**Requested Outage Date:** \_\_\_\_\_

Fire Alarm and Fire Protection system outages require a 48 hr. notice and must be submitted by 12:00 noon. Any request received after 12:00 noon will be processed the following day. (48 hrs. begin after request is processed. Week-ends and holidays are NOT included in the 48 hr. notification.)  
**ALL OTHER OUTAGES – REFER TO CONTRACT DOCUMENTS FOR PROJECT SPECIFIC SCHEDULING REQUIREMENTS**

**Time of Outage:** \_\_\_\_\_ **Outage Duration:**  
(Hours)

System/Services being affected (i.e., Fire Alarm – Sprinkler Devices): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Specific Location (i.e., 3<sup>rd</sup> Floor, Rm. 202): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reason: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Service Provider: \_\_\_\_\_ Date: \_\_\_\_\_

Construction Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature Required