

## PLANNED INTERRUPTION OF UTILITY SERVICE

### Section 1 – Completed by the party requesting the outage

Start Date and Time:	Date Notified:
Duration or End Date and Time:	
Name of Requester:	
Point of contact for party conducting the work:	
Affected Utility Services/Including Fire Suppression/Alarms:	
Scope and purpose of work to be performed:	
Fire Watch required? Yes:                      No:	
<b>Comments:</b>	

### Section 2 – Completed by the Utility Services Project Manager

Isolation Points:
Affected Building(s)

### Section 3 – Completed by the Area Manager

Area Manager:
<b>Comments:</b>

### Section 4 – Completed by the Utilities Manager or Associate Director

Approval & Date:
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**Distribution List after Confirmation:**

- |                                  |                              |                               |
|----------------------------------|------------------------------|-------------------------------|
| Requester                        | FM Director                  | FM Facilities Maintenance Mgr |
| US Associate Director            | FM Engineering AD            | US O&M Manager                |
| US Engineers                     | Planning, Design, and Const. | US Project Manager            |
| FM Area Managers                 | US Director                  | US Water Supervisor           |
| SRS/Fire Marshall                | UNM Police                   | ITS/Alarms                    |
| Electrical/Mechanical Inspectors |                              |                               |