

## **OUTAGE NOTIFICATION PROCEDURE**

### **PLANNED OUTAGE:**

Planned outages should be scheduled to avoid a reduction in service or interruption of a facility's function. Reductions in service and interruption of function include, but are not limited to: power outages, loss of steam, shutting down HVAC systems, loss of water or use of sewage, removing elevator from service, road closure, and loss of parking. Significant reductions in service or interruptions of function will normally be scheduled at times other than normal work hours (evenings or early morning, weekends, holidays, or other times when the facility is vacant) to minimize the impact of the outage.

Prior to the planned outage, notification of all affected contacts is the responsibility of the person planning the work. Affected contacts include Building Security Coordinators, Building Security Coordinator alternate and the appropriate Area Manager. The responsible person may be the Planner/Scheduler, Maintenance Manager, or Project Manager.

The responsible person (planner) will write a description of the planned outage to include the scope of work, as well as proposed start and stop dates/times. Additionally, the service reduction or degree of interrupted function will be stated clearly. Included will be a separate worst-case statement detailing effects anticipated if the work does not progress as planned. This outage notification will be coordinated with all affected contacts verbally before internal approval is requested. Other contacts include Administrative Council and Inside Clemson. The Administrative Council Notification Form should be completed and forwarded to Bob Wells when the work affects Sikes Hall. If the work affects more than one building, parking lot, road closure, and/or high profile area, the planner should notify Inside Clemson for campus-wide notification. If the work is planned outside of normal work hours, the approvers are Director or a designated approver.

Once approved, the Facilities Outage Coordinator (Lynn Boiter, sljones@clemson.edu) or alternate (Tammy Alexander, tammya@clemson.edu) will send an e-mail notification to all affected contacts, CUPD, CUFD, CCIT Contacts (noc@clemson.edu, mrcon@clemson.edu), all approvers, all managers, planners, and work order dispatch.

### **UNPLANNED OUTAGE:**

Should an unplanned outage be required, the responsible person will write a description of the outage as described above, and will provide the description along with a list of affected contacts to Facilities Outage Coordinator. E-mail notification will then be sent to the same group stated above.

*For either planned or unplanned outages, if there is any increase to the scope or duration of the work, or increase in the severity of the effects, the responsible person will notify the approver as soon as practical and will inform Facilities Outage Coordinator so she may send an update.*

# PLANNED OUTAGE NOTIFICATION

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

Requester E-mail: \_\_\_\_\_ Phone #: \_\_\_\_\_

Location of Outage: \_\_\_\_\_ Start Day/Date/Time: \_\_\_\_\_

Type of Outage: \_\_\_\_\_ End Day/Date/Time: \_\_\_\_\_

Scope of Work (Describe in detail the major components of and reason for the proposed work.)

<p>Scope:</p>  <p>If multiple buildings are affected, please list buildings here:</p>  <p>Description of worse case scenario:</p>
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### Affected Contacts:

(Check the boxes of those who have been contacted before forwarding to Lynn Boiter.)

Building Security Coordinator \_\_\_\_\_  
Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Building Security Coordinator Alt. \_\_\_\_\_  
Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

Area Manager \_\_\_\_\_  
Phone # \_\_\_\_\_ E-mail \_\_\_\_\_

(Check the boxes below if notification is required and include date that office was contacted before forwarding to Lynn Boiter.  
Outage Planner is responsible for contacting Inside Clemson and sending AC Notification form to Bob Wells)

Administrative Council Notification Required Date Sent \_\_\_\_\_

Inside Clemson Notification Required Date Sent \_\_\_\_\_

Requestor Signature

(Note to Requestor: SAVE AS Building Name.Outage Type.Outage Date. Send e-mail with attachment to appropriate Director.)

APPROVED:

\_\_\_\_\_  
Director (or Designee in Director's Absence) Signature

<p style="text-align: center;"><b>Final Notification by Office</b></p> <p style="text-align: center;">By _____ Date _____</p> <p style="text-align: center;">Outage Notification List _____</p>
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