



Notice of Service Interruption/Area Closure
Western University
Facilities Management
Client Services 519-661-3304 (fmhelp@uwo.ca)

Submit by E-mail
 Print Form

Date of Interruption/Closure: Time(s):

Building(s) Affected: #1 #2
 #3 #4

Areas/Rooms Affected Alternate Route/Service:
 Entire complex above:
Phones and Data will go out for approximately 10-20 minutes after the start of each shutdown, once UPS batteries expire.

Service to be interrupted: #1 #2
 #3 #4

Description/Reason for Project:
 New generator scheduled for tie in to transfer switch, Complex will not have emergency power for 2 instances for a duration of less than one hour each. During those times, fixtures such as exit lights, emergency light fixtures will not be operational. All work scheduled during daylight hours.

Requester: Date of Request:

Supervising Tradesperson: Unit:

Trade Supervisor: Unit: Date:

Contractor: Phone #

Coordinator/Project Manager: Phone # Date:

Reviewed by Trade Supervisor(s)/Shop(s) Affected:

Name: <input type="text" value="Electrical Shop"/>	Date: <input type="text" value="Mar 13, 2015"/>	Name: <input type="text" value="Electrical / Mechanical Shop"/>	Date: <input type="text" value="Mar 13, 2015"/>
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Signature/Stamp:

Signature/Stamp: **APPROVED**
By Steve Pepper (spepper@uwo.ca) at 9:09 am, Mar 13, 2015

Name: Date:

Principal Occupants:

Signature/Stamp:

Name: <input type="text"/>	Ext. <input type="text"/>	Date: <input type="text"/>
Name: <input type="text"/>	Ext. <input type="text"/>	Date: <input type="text"/>
Name: <input type="text"/>	Ext. <input type="text"/>	Date: <input type="text"/>
Name: <input type="text"/>	Ext. <input type="text"/>	Date: <input type="text"/>

Name: Date:

Signature/Stamp: **APPROVED**
By Scott Parker (sparker9@uwo.ca) at 4:06 pm, Mar 18, 2015

Approval to Proceed: Date:

Name: Date:

APPROVED
By Dan Trudgeon (fminterr@uwo.ca) at 4:23 pm, Mar 18, 2015

Signature/Stamp:

Notes: **Contractors to inform ITS On-Call Pager when work is complete so they can check that all systems are back online.**