



**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:

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

Description/Reason for Project:

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:  Date:  Name:  Date:

Signature/Stamp:  Signature/Stamp:

Reviewed by:  Date:  Principal Occupants:  

|       |       |       |
|-------|-------|-------|
| Name: | Ext.: | Date: |
| Name: | Ext.: | Date: |
| Name: | Ext.: | Date: |
| Name: | Ext.: | Date: |

Approval to Proceed:  Date:  Approval to Proceed:  Date:   
  
*By Deb Novakowski at 10:22 am, Jun 12, 2014*

Notes: