



**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 Manager:  Unit:  Date:

Contractor:  Phone #

Coordinator/Project Manager:  Phone #  Date:

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

Name:	Date:	Name:	Date:
Signature/Stamp:		Signature/Stamp:	

Principal Occupants:

Name:	Ext.:	Date:
Name:	Ext.:	Date:
Name:	Ext.:	Date:
Name:	Ext.:	Date:

Approval to Proceed:  Date:

**APPROVED**  
 By Dan Trudgeon at 9:09 am, Jan 16, 2017

Notes:

**WINDERMERE  
MANOR  
CONFERENCE  
CENTRE**

**GORDON J.  
MOGENSEN  
BUILDING**

**COLLIER CIRCLE**

