



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 building. PLEASE REFER TO SPECIAL INFORMATION IN NOTES SECTION

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

Description/Reason for Project:
 Annual Fire Alarm Bell Test.
 During the test the bells will sound but there is no need to leave the building. However, treat all fire alarms outside of these times as REAL and EVACUATE THE BUILDING. All rooms must be entered to verify that the signalling devices function properly.

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: Fire Safety	Date: Apr 27, 2016	Name: Housing	Date: Apr 27, 2016
Signature/Stamp:		Signature/Stamp: APPROVED <i>By Chris Yeo (cyeo3@uwo.ca) at 5:56 am, Apr 29, 2016</i>	
Name:	Date:	Principal Occupants:	
Signature/Stamp:		Name:	Ext. Date:
Name:	Date:	Name:	Ext. Date:
Signature/Stamp:		Name:	Ext. Date:
Name:	Date:	Name:	Ext. Date:
Signature/Stamp:		Approval to Proceed: <input type="text"/> Date: <input type="text"/>	
Name:	Date:	APPROVED <i>By Dan Trudgeon (dtrudgeo@uwo.ca) at 1:51 pm, Apr 29, 2016</i>	
Signature/Stamp:			

Notes: Fire Bell Tests will commence as follows:
 1. 9:00 - 10:00 AM - Block F 4. 1:30 - 2:30 PM - Block C
 2. 10:00 - 11:00 AM - Block E 5. 2:30 - 3:30 PM - Block B
 3. 11:00 - 12:00 AM - Block A, 6. 4:00 - 5:00 PM - Block D (FULL TEST)