



**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: <input type="text" value="Electrical Shop"/>	Date: <input type="text" value="May 10, 2018"/>	Name: <input type="text" value="Fire Safety"/>	Date: <input type="text" value="May 10, 2018"/>
Signature/Stamp: <input type="text" value="REVIEWED"/> <small>By Heather Zavitz (hzavitz@uwo.ca) at 10:42 am, May 11, 2018</small>		Signature/Stamp: <input type="text" value="APPROVED"/>	
Name: <input type="text"/>	Date: <input type="text"/>	Principal Occupants:	
Signature/Stamp: <input type="text"/>		Name: <input type="text" value="Megan Clements"/>	Ext. <input type="text" value="85348"/>
Name: <input type="text"/>	Date: <input type="text"/>	Name: <input type="text"/>	Ext. <input type="text"/>
Signature/Stamp: <input type="text"/>		Name: <input type="text"/>	Ext. <input type="text"/>
Name: <input type="text"/>	Date: <input type="text"/>	Name: <input type="text"/>	Ext. <input type="text"/>
Signature/Stamp: <input type="text"/>		Approval to Proceed: <input type="text"/>	
Name: <input type="text"/>	Date: <input type="text"/>	Signature/Stamp: <input type="text" value="APPROVED"/> <small>By Dara Gomez (dgomez5@uwo.ca) at 8:44 am, May 14, 2018</small>	
Signature/Stamp: <input type="text"/>			

Notes: