

Standard Operating Procedure

I. Title: Outage Request

II. Purpose: Ensure outages are communicated to required stakeholders in a timely manner in order to minimize impacts to students, faculty, and staff.

III. Actions (Chronological Order)

- 1) **Requestor:** Obtain preliminary approval from project stakeholders to perform outage. Project stakeholders typically include the Client, Building Manager(s), General Contractor, and Shop/Zone support. Requestor must be affiliated with UT CPM or UT System.
- 2) **Requestor:** Once the outage date has been agreed upon by all project stakeholders, fill out the Notification of Scheduled Outage Form and e-mail it to pmcs-outagerequest@austin.utexas.edu for construction-related outages, or the appropriate Zone for all other outages. Submit the Notification of Scheduled Outage Form seven (7) UT business days prior to the outage date requested.
- 3) **Construction Services:** E-mail the Notification of Scheduled Outage, with selected schedule date and time of the outage, to the building contacts, all shops involved, and all members of the Outage Distribution List.
- 4) **Requestor:** A Shop Supplement to Work Order must be submitted for the outage-related work to be performed by Shops.

IV. Outage Cancellation Instructions

- 1) **Requestor:** Contact Construction Services at 471-7776, or via e-mail at pmcs-outagerequest@austin.utexas.edu, to process request for outage cancellation.

V. Resources

- 1) Building Contact List: <http://www.utexas.edu/facilities/buildings/>
- 2) Building Zone lookup: <http://www.utexas.edu/facilities/request/zone/php>
- 3) PMCS Construction Coordination:
<http://www.utexas.edu/pmcs.services/construction.html>



Notification of Scheduled Outage

This notification concerns essential work that must be accomplished. In order to keep the inconvenience connected with this interruption to a minimum, this outage is subject to cancellation due to unforeseen conditions.

Date of Request:	
Service Interrupted:	
Building Affected:	
Areas/Rooms Affected: Include room, hall, crawl space, basement machine room, etc.	
Reason for Interruption:	
Is this an emergency?	Yes No
Outage Date and Time: *Specify time. Do not enter, "When job is finished."	Start Date: Start Time:
	End Date: End Time:
Requested by:	
Phone Number:	
Work Order Number:	
Equipment Numbers:	
Shops Involved:	
Work to be performed by shops:	
Special Instructions:	