

Outage Notification Procedure

Planned Outages

Planned outages should be scheduled a minimum of 72 hours in advance to avoid a reduction in service or interruption of a facility's function. Reductions in service and interruption of function include, but are not limited to: power outages, loss of steam, shutting down HVAC systems, loss of water or use of sewage, removing elevator from service, road closure, and loss of parking. Significant reductions in service or interruptions of function will normally be scheduled at times other than normal work hours (evenings or early morning, weekends, holidays, or other times when the facility is vacant) to minimize the impact of the outage.

Prior to the planned outage, notification of all affected contacts is the responsibility of the person planning the work. Affected contacts include [Building Security Coordinators](#), Building Security Coordinator alternate and the appropriate [Area Manager](#). The responsible person may be the Planner/Scheduler, Maintenance Manager, or Project Manager. **If the outage impacts parking and/or roads, [Parking Services](#) should be consulted prior to planning outage.**

The responsible person (planner) will write a description of the planned outage to include the scope of work, as well as proposed start and stop dates/times. Additionally, the service reduction or degree of interrupted function will be stated clearly. Included will be a separate worst-case statement detailing effects anticipated if the work does not progress as planned. This outage notification will be coordinated with all affected contacts verbally before internal approval is requested. If the work is planned and/or outside of normal work hours, the approvers are the respective director of planner or a designated approver.

The approver will digitally sign and email to FAC_OUTAGES@LISTS.CLEMSON.EDU. The information will be posted on the Facilities Disruption Calendar and emailed to the appropriate Building Security Coordinators/Alternates and the outage contact list. Inside Clemson will be contacted for campus-wide notification if the work affects more than one building, parking lot, road closure, and/or high-profile area.

Unplanned Outages

Should an unplanned outage be required, the responsible person will notify the Building Security Coordinator/Alternates, Maintenance Area Manager, and Facilities Dispatch and follow-up with a written description of the outage as described above.

For either planned or unplanned outages, if there is any increase to the scope or duration of the work, or increase in the severity of the effects, the responsible person will notify the approver as soon as practical and will inform Facilities Outage Coordinator so an update can be sent.

Planned Outage Notification Form

Requester: _____ Date: _____
Requester E-Mail: _____ Phone #: _____
Location: _____ Start Date/Time: _____
Outage Type: _____ End Date/Time: _____

Scope of Work

Describe in detail the major components of and reason for the proposed work:

If multiple buildings will be affected, please list their names here:

Worst Case Scenario

Describe the worst-case scenario related to the Scope of Work

Affected Parties

Please check the boxes of those who have been contacted before forwarding to appropriate Director.

BSC Primary:		E-Mail:	
BSC Alternate:		E-Mail:	
BSC Alternate:		E-Mail:	
Central Area	Date Contacted:	Douthit Area	Date Contacted:
Perimeter Area	Date Contacted:	Dining Maint.	Date Contacted:
Parking Services	Date Contacted:		

Requester Signature: _____

(When saving, use the naming scheme Building Name.Outage.Outage Date. Ex. Surrine Hall.Electrical Outage.06-26-17. Once signed, attach the form to an email and send to the appropriate Director)

Director Signature: _____

(Or Designee in Director's Absence)

(For Director Only)

Final Notifications

Inside Clemson Disruption Calendar E-Mail Date: