



SYSTEM SHUTDOWN - REQUEST

For planned Shutdown requests, the following minimum timelines (prior to shutdown date) are required:

- Ten (10) business days Contractors submit completed Shutdown Request to AES Project Lead.
Four (4) business days OM Trade final review to AES Project Lead.
Three (3) business days AES Project Lead submits completed Shutdown Request and Impact Assessment Forms to Work Order Desk.

* Incomplete forms may result in delay of the shutdown approval.
** Exceptions to the above will require O&M Asst. Director approval in order to be processed.

A) to be filled out by the person/company initiating the shutdown request:
Shut-Down Location (Building): Rooms #:
Reason / Scope: Start Date: Finish Date: Start Time: Finish Time:
Site Contact (Name/Company/Role): Phone: Email:
Late Submittal Justification (if less than 10 business days):

- This is a re-occurring shutdown happening each day of the period notified above.
Check this box if Shutdown requested is occurring after hours (4:00 p.m. - 8:00 a.m.) Includes weekend work
Is Customer / End-user Notification Required? Yes No

System(s) impacted:

Table with 5 columns: Electrical, Mechanical, Plumbing, Life Safety*, Other. Each column contains a list of systems with checkboxes for selection.

B) to be filled out by the AES Project Lead:
Project Name: W.O. or Req. #: FOAPAL:
Service Disruption Information:

- Contractor is performing the shut-down OR O&M Trades are performing the shut-down (WO Req'd)
Check this box to confirm Trade Manager's Approval of this shut-down.
Check this box to confirm coordination with and approval by UMSS and IST (as required).
Check this box to confirm Life-Safety related and reviewed by the Life-Safety Engineer
NOTE: if this Life-safety shut down is supporting Hot Work, follow the U of M Hot Work Procedures.
This Shut-down Request was reviewed with the impacted end users:

Leah Dunne, Donna Rutkowski, Janine Alsip, Fanny Levy, Katarina Holstrom, Jeff Adams, Krystyna Koczanski, Brandy Usick, Thomas Blumer, Jack Jonasson, Conference & Catering, Moses levy, Jared MsKetiak, Lauren Nemez, Craig Bauer, Tannis Campbell, Nina Migalski, Gordon Perrier, Chris Bohonis, Brent Kolton, Gino Gilberto