



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.

Form section A) to be filled out by the person/company initiating the shutdown request. Includes fields for Shut-Down Location, Reason / Scope, Site Contact, and Late Submittal Justification.

- Checkboxes for: This is a re-occurring shutdown, Shutdown requested is occurring after hours, Includes weekend work, Is Customer / End-user Notification Required?

System(s) impacted:

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

Form section B) to be filled out by the AES Project Lead. Includes fields for Project Name, W.O. or Req. #, FOAPAL, and Service Disruption Information.

- Checkboxes for: Contractor is performing the shut-down OR O&M Trades are performing the shut-down, Trade Manager's Approval, UMSS and IST approval, Life-Safety related approval, and This Shut-down Request was reviewed with the impacted end users.

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