



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): Univeristy Centre		Rooms #s: Room 304
Reason / Scope: Install new breaker in SD-1		Start Date: October 17, 2026
		Finish Date: October 17, 2026
		Start Time: 7 AM
		Finish Time: 10:30am PM
Site Contact (Name/Company/Role): Lee Jacobson	Phone: 204-979-5769	Email: lee.jacobson@hotmail.com
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:

Electrical	Mechanical	Plumbing	Life Safety*	Other
☒ Main Power ☐ Emergency Power ☐ Other: SD-1	☐ Supply Fans ☐ Return Fans ☐ Exhaust Fans ☐ Fume hoods ☐ Vacuum Systems ☐ Refrigeration ☐ Other:	☐ Steam/Condensate ☐ Domestic Hot Water ☐ Domestic Cold Water ☐ Reverse Osmosis ☐ Natural Gas ☐ Compressed Air/Gas ☐ Chilled Water ☐ Other:	☐ Suppression ☐ Fire Alarm ☐ Security Alarms ☐ Emergency Lighting ☐ Egress/Fire Separation ☐ Fire Monitoring ☐ Other:	☐ Elevators ☐ Pedestrian Corridor ☐ Parking/Roadways ☐ Custodial ☒ Other:

B) to be filled out by the AES Project Lead:	
Project Name: UMSU University Centre - Arc Flash Distribution Panel Replacements	W.O. or Req. #: 303C230310-01 FOAPAL: AES: 922005-113006-730051-6018-PP0300-131000
Service Disruption Information: On Saturday October 17/26 from 7am -10:30am power will be off to many areas in the building. Levels 100 & 200 of the building will remain open to the public but access to Level 300 and above will be closed. Barricades and signage will be erected by the contractor while the work is being performed.	

- ☒ 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:

(Name)
 Krystyna Koczanski; Brandy Usick; Conference and Catering Services; Thomas Blumer; Jack Jonasson; Moses
 Levy; Jared McKetick; Lauren Nemez; Craig Bauer; Tannis Campbell; nina.migalski@aramark.ca
 Muriel Torchia Shyjak; Gordon Perrier; Chris Bohonis; Brent Koltun; Gino Gilberto

(Faculty or Dept.)