



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): Stanley Pauley, 97 Dafoe		Rooms #s: SP119, SP118, SP116
Reason / Scope: Mould abatement in entrance to washrooms, Washrooms will be closed over night.		Start Date: Oct 22
		Finish Date: Oct 30
		Start Time: 6:00 PM
		Finish Time: 6:00 AM
Site Contact (Name/Company/Role): Brayden Lane	Phone: 204-782-2407	Email: blane@wpgbldg.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:	☒ Supply Fans ☒ Return Fans ☒ Exhaust Fans ☐ Fume hoods ☐ Vacuum Systems ☐ Refrigeration ☐ Other: ERV-1	☐ 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: FG Campus water Infiltration - Stanley Pauley	W.O. or Req. #: 999C260911-01 FOAPAL: Insurance:110000-550011-730051-1600
Service Disruption Information: Oct 22 -30 from 6pm -6am daily, the washrooms on Level 100, SP116, SP118 & SP119, will be closed to the public to allow contractor to perform mold abatement withing those spaces.	

- ☐ 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:

Celina Bornilla, Flor Toribio

(name) Stanley Pauley

(Faculty or Dept.)