

Sandia Facilities Management & Operations Center Utilities Outage Request Worksheet

INSTRUCTIONS: Enter pertinent information where shown. Complete all fields; X-out or enter N/A into any fields that do not apply. Forward the completed form and all supporting documents to the Construction Observer or Systems Engineer assigned to this Project. The Contractor or Outage Operator shall provide all materials, safety equipment, and related items required for this Outage at the work site before the Outage begins. Advance notice is required for coordination of outage requests as follows:

Electrical Outage - 21 days Mechanical Outage - 14 days

Project #: Contract #: Contractor:

Task #: Release #: Requestor:

Tech Area: Building(s):

Outage Type & Scope Electrical Mechanical Both Building Infrastructure Both

Start date: Start time: End date: End time:

Check below if any of the following systems will be impacted by this Outage:

<input type="checkbox"/> High Voltage (>600v)	<input type="checkbox"/> Lighting Inverters	<input type="checkbox"/> Building Operations/FCS	<input type="checkbox"/> Other (specify)
<input type="checkbox"/> Fire Alarms	<input type="checkbox"/> Intrusion Alarm	<input type="checkbox"/> Mechanical Utilities	
<input type="checkbox"/> Fire Sprinklers	<input type="checkbox"/> Access Control	<input type="checkbox"/> Standby Generator	

Specific system(s) to which Outage applies (Subs, feeders, panelboards, equipment, locations, building areas, services, etc):

Reason for this Outage:

Other Information (additional details, concurrent outages, etc):

Attachments (panel schedules, drawings, sequences of operation, manuals, checklists, procedures, etc.):