# FACILITIES DIVISION



## REQUEST FOR UTILITY INTERRUPTION WORK SHEET

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| REQUESTOR | | | | | | | | | |
| NAME : | |  | | | | DATE : | |  | |
| DEPT : | |  | | | | PHONE : | |  | |
| WORK REQ #: | | ACCT #: | | | | CAMPUS BOX : | |  | |
|  | | | | |  |  | | |  |
| BUILDING INFORMATION / DATE & TIME | | | | | | | | | | |
| BUILDING(s): |  | |  |  | | ENTIRE BLDG or SPECIFIC ROOM : |  | | |
| BEGIN DATE : |  | |  | / / | | END DATE : | / / | | |
| BEGIN TIME : |  | |  | AM / PM | | END TIME: | AM / PM | | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| DISCONNECT INFORMATION | | | | | | | | |  | | |
| **POWER** | |  | **RUNNING**  **WATER** |  | | **FIRE ALARM** | **HEATING** | |  | |
| Primary | |  | Hot |  | | Disconnect | **STEAM SYSTEMS** | |  | |
| Secondary | |  | Cold |  | | Testing | **AIR CONDITIONING**  (Chilled Water) | |  | |
|  | |  | Distilled |  | | Sprinkler Operational  **Y / N** | **PROPANE/NATURAL GAS** | |  | |
| **OTHER :** |  |  |  | |  |  | |  | |
| For all Fire Alarm / Sprinkler Disconnects or Testing, please first obtain approval from the Electronics Shop: <http://facilities.ofa.ncsu.edu/fire-alarm-disconnect/>(separate form).  REASON FOR INTERRUPTION (Scope of Work): | | | | | | | | |  | |
| Shop Supervisor Signature: | | | | |  | | Date: |  |  | |
| Addtl. Supervisor (s) Signature: | | | | |  | |  | | |

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| POLICY # 806 – ROUTINE UTILITY INTERRUPTION REQUEST – adv notification Periods |

