

Utility Outage Request Form

Project/Location: _____

Detailed Description of Outage: _____

***All outage submissions by contractors require a minimum 14-day lead time from the date outage submission is received by Utilities. Please allow 5 business days for decision on approval.**

Requested Start Date: _____ **Start Time:** _____ am pm ***Alternative Date:** _____

Requested End Date: _____ **End Time:** _____ am pm ***Please provide alt. date in case original date is unavailable**

Total Building Outage: Yes No **If no, please indicate areas impacted:** _____

- Utilities Affected:**
- Steam
 - Domestic Cold Water
 - Domestic Hot Water
 - Chilled Water
 - Heating Water
 - Deionized Water
 - Distilled Water
 - Compressed Air
 - Vacuum
 - Air Conditioning
 - Building Heat
 - Electric Power
 - Natural Gas
 - Fire Alarm
 - Fire Suppression
 - Elevator
 - Elevator # _____

Other: _____

Fire Alarm Devices and Areas Affected:			
Fire Watch Information:			
Is Hot Work Involved?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
If yes. Work Type:	<u>Please submit supporting documentation</u>		
	Name & Company	Phone	Email
Requester			
FS Campus Construction Manager			
Onsite Point of Contact			
General Contractor			
Sub- Contractor			

Request Sent To: _____

Date Request Submitted: _____

Additional Comments: _____

****For Emergencies please contact One Call @ 865-946-7777****

Utilities Outage Request Directives

Minimum Request Timeline

- The 14-day minimum request period begins on the next business day after the Utilities Department receives the outage request.
- Depending on the duration of the outage and the areas impacted, a longer lead time of up to 30 days may be required.
 - *Example: A major electrical outage.*

Review and Approval Process

- During request approval period, outage requests are sent to campus building representatives.
- Proposed dates may be approved, adjusted, or rejected based on building operations and scheduling needs.
- Utilities will return the response to the FS Campus Construction Manager, who will then distribute the information back to the original requester.
- All outage requests, including alternative dates, are not guaranteed until they have been reviewed and approved by the building representatives.

Project Readiness Requirements

- All materials must be onsite, and the work must be confirmed as ready to proceed on the requested dates before the official outage request is submitted.

Other Considerations

- Alarm systems must be disabled by a third-party contractor, and UTPD/Central Alarms must be notified prior to the outage.
- Requests should provide as much relevant information as possible when submitting the outage request to ensure the review and approval process is efficient and timely.

