

Utility Outage Notification Request

If a utility shutdown is needed to make a repair or complete a portion of a project, please fill out the form below and submit to the FM Service Center. FM Service Center will use the information provided to notify the appropriate persons from the campus community.

Updates must be provided by the project lead to the FM Service Center as they become available, including at the conclusion of the outage. Service Center will send out updates regarding the outage during operating hours (M-F 7a-5p)

In the case of an emergency utility shutdown during the Service Center hours of operation (M-F 7a-5p), please contact the FM Service Center by phone (387-8514) or radio (Base 2) with the information below.

If an emergency utility shutdown is necessary outside of Service Center hours of operation, contact the Maintenance Service on-call supervisor by phone (269-370-5007). Send e-mail to appropriate building coordinator(s), FM SLT and FM Service Center with the information below. Send updates to e-mail group as they become available.

Statement of Responsibility

By submitting this form, you agree that that you have reached out to the building coordinator to determine the best time-frame for the outage. You also agree that you have reached out to the Office of Information Technology (OIT) to determine if the outage will have any network implications in the building, or other buildings.

Location (building(s) and room number(s))

Which utilities will be affected

All water

Domestic hot water

Chilled water

Telecommunication

Fire alarm system

Steam

Gas

Electric

Building systems affected (heating/cooling of a building, etc.)

Date(s) of utility interruption

Start time of utility interruption

Estimated duration of outage (when will the utility be restored)

Reason for outage

Project lead (who will be on site)

Contact number for project lead

Outside contractors that will be on site

Individuals that need to be notified (beyond FM SLT staff and building coordinator(s))

Name

Email Address