

Utility Shutdown Request

NOTE: A minimum of **FIVE** working days' notice is preferred for Shutdown Requests. Once completed, please scan this form and email it to Facilitiesshutdownreq@tufts.edu (or bring it to the Work Control center located at 520 Boston Ave).

Requestor Information

First Name	Last Name	Phone Number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

E-Mail Address

Contractor on Site During Shutdown

First Name	Last Name	Phone Number
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Project Number	Project Name
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

Work to be performed: Maintenance Service/Repair New Installation

Shutdown request Details - Request permission to shutdown the following utility (ies) and/or equipment:

- | | | |
|--|---|--|
| <input type="checkbox"/> Acid Waste | <input type="checkbox"/> Electrical - 4160 VAC | <input type="checkbox"/> HVAC |
| <input type="checkbox"/> Chilled Water S/R | <input type="checkbox"/> Electrical - 13,800 VAC | <input type="checkbox"/> Heating Hot Water S/R |
| <input type="checkbox"/> Compressed Air (Lab Or Control) | <input type="checkbox"/> Electrical - Emergency Power | <input type="checkbox"/> Lab. Vacuum |
| <input type="checkbox"/> Domestic Cold Water | <input type="checkbox"/> Fire Alarm | <input type="checkbox"/> Ro Water |
| <input type="checkbox"/> Domestic Hot Water S/R | <input type="checkbox"/> Fire Alarm Testing | <input type="checkbox"/> Sanitary Waste |
| <input type="checkbox"/> Electrical - 120/208 VAC | <input type="checkbox"/> Fire Sprinklers | <input type="checkbox"/> Steam/Condensate |
| <input type="checkbox"/> Electrical - 277/480 VAC | <input type="checkbox"/> Gas | |

Building or Area Name

Building(s) Affected:

Date and Time of Shutdown:

Date and Time Restored:

Reason for Shutdown:

Impact on Building and Occupants:

Must have all Signatures to proceed:

Project Manager Signature:

Contractor Signature:

Facilities Signature:

Facilities Technical Services Signature: