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**Please follow the steps below before submitting an outage request**

## **Procedure**

1. Submit a work order in FAMIS with appropriate charge code.
2. Know and understand each user that would be affected by the utility outage.
3. Seek approval from each customer and understand their needs (for eg. May need backup power)
4. Fill out sections on Request form and obtain signatures.
  - a. Project manager signature is the person in charge of the project
  - b. Utility Systems Manager is the supervisor of the department (shown below)
  - c. Utility Systems Director will be signed by Bryan Andries in Facility Services

## **Utility System Managers**

1. Electrical (low voltage) – Steve Lovey, [swils17@lsu.edu](mailto:swils17@lsu.edu), 225-578-6593
2. Electrical (high voltage) – Colt Guidry, [cguid28@lsu.edu](mailto:cguid28@lsu.edu), 225-578-6969
3. Plumbing – Mike St. Romain, [mstrom3@lsu.edu](mailto:mstrom3@lsu.edu), 225-578-3186
4. HVAC – James Saltzman, [jsaltz2@lsu.edu](mailto:jsaltz2@lsu.edu), 225-578-3609
5. Fire Alarms – Jim Henry, [jimhenry@lsu.edu](mailto:jimhenry@lsu.edu), 225-578-6815

## **Utility Systems Director**

1. Bryan Andries, [bandries1@lsu.edu](mailto:bandries1@lsu.edu), 225-578-5082

Once the form is completed, either drop it off to Daryl Trudeau's office (Facility Services building, room 133 or front desk) or email it.

Contact information: Daryl Trudeau, [dtrudeau@lsu.edu](mailto:dtrudeau@lsu.edu), 225-578-5125



# UTILITY SHUTDOWN REQUEST

**Date:**

**FAMIS ID#:**

**Project Name:**

**Utility Involved:** (Check)

High Voltage	Gas	Domestic Water	Fire Water	Heating Water
Sanitary Sewer	Chilled Water	Steam	Compressed Air	

**Proposed Shutdown Date/Time:**

**Start Date:**

**Start Time:**

**End Date:**

**End Time:**

**Requestor Name:**

**Company Name:**

**Phone:**

**Email:**

**Name of Party performing the work:**

**Customers (Buildings) Affected:**

**Customer approval:**

**Additional Comments:**

**Approvals:**

**LSU FS/PDC Project Manager**

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**LSU FS Utility Systems Manager**

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**LSU FS Utility Systems Director**

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