



Request for Utility Shutdown

INSTRUCTIONS: Non-Emergency Shutdowns should be submitted 14 days in advance. 1) Complete all information requested in the form below. 2) Submit completed form to the FD&O Work Control office for processing (Corp Yard Second Floor). 3) The request will be given a **Tracking ID** and entered into a tracking log by Work Control. For further questions or information regarding this form, please contact FD&O Work Control at 4-1990.

Request Date: _____

Shutdown Information

Type of Request: Routine Outage Notify Only **Emergency**

Location(s):

Service or Utility to be Shutdown:

Purpose of Shutdown:

Reference Work Order: _____

Shutdown Schedule (Choose one: Single Day or Multiple Day)

Single Day: Date and Time

Multiple Day:
Starting Date and Time

Ending Date and Time

Contact and Additional Information

Requestor Name: _____ Phone: _____

List any risk from this shutdown that you would like to add to the shutdown notice:

Special Requirements:

Work Control Processing

Received By (initials) _____ Date: _____ Tracking ID: _____

Approved By: _____
Print Name (Authorized Administrator Only) Signature Date