1. A Project Manager or Supervisor from the Department of Facilities Operations or Projects will submit a completed **Utility Outage Request** form to the Outage Coordinator. It is preferred that these requests be submitted via email to the following individuals:

   To:    Christopher.Jarecki@UCDenver.edu  
   CC:    Michael.Sherman@UCDenver.edu  
          Ron.Turner@UCDenver.edu  
          Mike.Boroviak@UCDenver.edu  

2. A minimum of seven (7) working days advance notice is required for MINOR Utility Outages*.  
   A minimum of thirty (30) working days advance notice is required for MAJOR Utility Outages*.  

   **When an Outage is requested without the benefit of the minimum advance notice (7 days for a minor outage - 30 days for a major outage), the Outage Coordinator reserves the right to decline the outage and the outage in question will need to be rescheduled for a later date. ANY AND ALL DISPUTES WITH THE OCCUPANTS OF THE AFFECTED AREA(S) AND/OR CONTRACTOR(S) WILL BE RESOLVED BY THE REQUESTER.**

3. Project Manager and Contractor will assist the Outage Coordinator in developing and implementing a Method of Procedure (MOP) by providing the following:

   - Specific scope of work (SOW)  
   - Sequence of work performed  
   - Contractor scheduling and coordination  
   - Other requested information.

4. The Outage Coordinator will post notices in the affected area(s) and notify appropriate departments, Building Administrators and others listed on the form.

5. If needed, the Outage Coordinator will schedule a follow-up meeting after the completion of an Outage that experienced any type of process failure.

**NOTES:**

- **Major Utility Outage:** This is an outage that severely impacts a building or facility’s performance by affecting one or more systems intrinsic to the operation of the building or facility as determined by the Outage Coordinator. This also includes the impact associated with personnel required to investigate and/or carry out procedures for the outage. Operations will make the final determination in this regard.
• In order to assist with project timelines, the Outage Coordinator, or his designee, will be invited to attend Facilities Projects OAC meetings to gather and share information pertinent to all required Utility Outages.
• Utility Outage scheduling is the responsibility of the Project Manager and Contractor.
• Utility Outages will be identified on the project schedule.
• Every effort will be made to accommodate the requested schedule. In the event that a Utility Outage will have severe adverse impact on the occupant programs – which cannot be resolved through the Outage Coordinator, Principle Investigator, Building Administrator, Project Manager and/or Building Operations – the Utility Outage may be modified, postponed, or cancelled.

Revised 1/15/2009