TINKER AIR FORCE BASE OUTAGE REQUEST FORM

Routine or Urgent requests received after 1 pm will be processed the next business day

Type of notification:		Routine		Urgent		Emergency

If Urgent or Emergency state reason why outage cannot be Routine:

Type of Outage or Closure

	Fire Suppression		Fire Alarm Outage		Electric
	Gas		Fire Alarm Testing		HVAC
	Steam		Domestic Water		Compressed Air
	Breathing Air		Chilled Water		Parking Lot
	Sidewalk		Road		Gate(s) {specify which}

Other or Remarks:

Project Information

Project #:	Work Order #:

Project Name:

Exact Location (Bldg #, Post #, intersection, etc.)

Outage Start Date:	Outage End Date:
Outage Start Time:	Outage End Time:

If outage is phased, fill out a separate form for each phase

Description of Work to be Performed (more detail is better):

Operational Support Required

	Plumbing Shop		Alarms/Sprinkler Shop		Plant Maintenance
	Electrical Shop		OG&E		Honeywell
	HVAC		Fire Department		Other (state needs below)

Impact of outage (to occupants, surrounding bldgs/areas, etc.)

Requestor Point of Contact

Primary:	Position:
Phone:	Email:
Alternate:	Position:
Phone:	Email:

TAFB Contract Point of Contact (Inspector/PM/COR)

Primary:	Position:
Phone:	Email:
Alternate:	Position:
Phone:	Email:

Utility Outage Coordination Team, TAFB Civil Engineering, Building 414

72ABW.CEEO.UtilityOutageWork@us.af.mil

All outages and service interruptions will be classified in one of three possible categories:

a. **Planned (Routine)** – An interruption in parking or utility services, which can be foreseen well in advance and/or is part of an existing schedule. Planned outages include all repair projects, with enough lead time to allow them to be accomplished on a non-emergency basis, and all capital and renovation projects which require outages during construction. Planned outages should be submitted to the Outage Coordinator prior to the requested outage using the following timelines:

    - **Roads/Parking Lots/Sidewalks –** 60 calendar days
    - **Utilities (all) –** 21 calendar days
    - **Fire Alarm Testing –** 10 calendar days

b. **Limited Notice (Urgent)** – An interruption in parking or utility services that cannot reasonably be foreseen in advance to be considered a "routine" outage or which does not allow for extensive pre-planning or coordination prior to the interruption. A Limited Notice Outage may be required when repairs must be accomplished within a short time frame (which may not allow time for BCE to notify or meet with stakeholders) to safeguard property and occupant health. Limited Notice or Urgent outages should be submitted to the Outage Coordinator prior to the requested outage using the following timelines:

    - **Roads/Parking Lots/Sidewalks –** 21 calendar days
    - **Utilities (all) –** 10 calendar days
    - **Fire Alarm Testing –** 7 calendar days

c. **Emergency Outage** – An interruption in parking or utility services that must be accomplished immediately to safeguard property or occupant health. This may occur as the result of a natural or human-caused hazard. Examples of emergency outages may include, but are not limited to: mechanical failure, flooding within buildings, water line breaks, electrical outages or "power blips", or hazardous materials incidents. Outages requests are considered an Emergency Request if they are submitted to the Outage Coordinator in a time frame that is less than the Urgent timelines noted above. Emergency requests must still be supported with an outage request form explaining the situation and reason that the outage cannot be accomplished as a Routine or Urgent Outage. Emergency Requests outside of normal working hours (0700-1600 M-F) should call the Customer Service Desk at 734-3117 for immediate assistance.