802d CIVIL ENGINEER SQUADRON
(FSH / RND / LAK)

PLANNED / URGENT UNPLANNED UTILITY OUTAGE COORDINATION

Date: _____ **Permit:** _____

WT / Project #: _____

Primary Utility Outage:

☐ Electrical ☐ HVAC ☐ Fire Alarm ☐ Fire Suppression

☐ Water ☐ Sewer ☐ Gas ☐ Other _____

Secondary Affected System(s)/Item(s):

Facility(s) Affected:

Duration of Outage: _____ ***(Hours / Days / Weeks)***

Proposed Date: _____ **Alternate:** _____

Start Time: _____ **End Time:** _____

Work Description:

Facility Room/Floor/Area Affected:

Requestor: _____ **Phone:** _____

802 CES PM: _____ **Phone:** _____

CONTRACTOR PRE-COORDINATION:

American Water (Water/Sewer)

Capital.JBSA@amwater.com

Remarks: _____

Upload

CPS Energy (Electrical/Gas)

mscs@cpsenergy.com

Remarks: _____

Upload

SAWS

(210) 233-2015

Remarks:_____

Upload

502d Communications Squadron

502cs.cfp@us.af.mil

Remarks: _____

Upload

Network Enterprise Command (NEC)

mark.r.baker6.civ@army.mil

(FSH & CB ONLY)

Remarks: _____

Upload

Army Security System Network (G-2)

(210) 221-8200

(FSH & CB ONLY)

Remarks: _____

Upload

Security Forces Squadron

FSH – michael.sedgwick.4@us.af.mil

RND – jonathan.dula@us.af.mil

LAK – lisa.frantz@us.af.mil

jose.cooper.1@us.af.mil

Remarks: _____

Upload

902 CES Fire Emergency Service

Remarks: _____

Upload

CONTRACTOR COORDINATION WITH FACILITY MANAGER:

Bldg: _____ **Name:** _____ **X** _____

Bldg: _____ **Name:** _____ **X** _____

Bldg: _____ **Name:** _____ **X** _____

Bldg: _____ **Name:** _____ **X** _____

Bldg: _____ **Name:** _____ **X** _____

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Bldg: _____ **Name:** _____ **X** _____

Bldg: _____ **Name:** _____ **X** _____

Bldg: _____ **Name:** _____ **X** _____

Bldg: _____ **Name:** _____ **X** _____

Bldg: _____ **Name:** _____ **X** _____

CES COORDINATION:

Interior Electric Supervisor/Alt	<NAME> <PHONE>	**X** _____
Exterior Electric Supervisor/Alt	<NAME> <PHONE>	**X** _____
Alarm Supervisor/Alt	<NAME> <PHONE>	**X** _____
Power Production Supervisor/Alt	<NAME> <PHONE>	**X** _____
Plumbing Supervisor/Alt	<NAME> <PHONE>	**X** _____
Water/Wastewater Supervisor/Alt	<NAME> <PHONE>	**X** _____
EMCS Supervisor/Alt	<NAME> <PHONE>	**X** _____
HVAC Supervisor/Alt	<NAME> <PHONE>	**X** _____
CE Customer Service Supervisor	<NAME> <PHONE>	**X** _____
CE Service Contracts Supervisor	<NAME> <PHONE>	**X** _____
Facilities Chief/Alt	<NAME>	**X** _____
Infrastructure Chief/Alt	<NAME>	**X** _____
Structural Chief/Alt	<NAME>	**X** _____
(FSH/RND/LAK) Chief, 502 CES		**X** _____
Director/Deputy, 802 CES	<SELECT>	**X** _____

OUTAGE REQUEST INSTRUCTIONS

All outages shall be coordinated and submitted in accordance with the requirements specified in specification 01 14 00 JBSA WORK RESTRICTIONS and the instructions listed here. Keep in mind that outages require a 30 day notification period after approval. The actions of the General Contractor and 802 CES Project Manager for each step in the process are listed below.

General Contractor	802 CES Project Manager
1) Fills in all applicable fields on the 1st page of the Outage Request form.	1) Do not sign the Outage Request until it has been fully pre-coordinated.
2) Route Outage Request to applicable pre-coordination stakeholders for concurrence and signature, listed on the 2nd page of the form. Utilize the action button at the top of the page to generate a page to e signed by the applicable pre-coordinator. Each pre-coordinator shall sign their own copy of the generated page. a. If a pre-coordinator disagrees with the outage details, discussions between the stakeholder, contractor, and CE PM occur until concurrence. b. Using the applicable pre-coordinator Upload button, attached the signed page once received.	2) Advise the contractor on the applicable pre-coordinators they should be contacting. a. Verify revised outage details are agreed to by all parties. b. Verify all applicable pre-coordinator signed pages are attached.
3) Contractor routes outage request to the applicable facility manager(s). Note the organization they represent.	3) Provide contact information for applicable facility manager(s). Ensure that the correct organization is listed for each representative.
4) Submit the fully pre-coordinated outage request to the 802 CES PM.	4) Verify outage request details are what has been communicated by the GC. Sign on the 1st page of the Outage Request once confirmed.
5) No action required while in process for CES signatures.	5) Submit Outage Request to 502 CES through MS TEAMS/SharePoint.
6) CE PM gets signed outage request from 502 CES Chief, and then submits to 802 CES Leadership for final approval.	6) Once signed by 502 CES Chief, submit to 802 CES Leadership for approval through 1st Line Supervisor.
7) Receive copy of the approved Outage Request. Maintain an on-site copy for the duration of the outage. a. Repeat these steps if request is denied.	7) Return copy of the approved Outage Request to the GC and all pre-coordinators. a. If denied, send details of reason for rejection to the GC.