



Request for Electrical Services Shutdown

Reference No: SD- _____

Please allow 10 working days for processing

To: Facilities & Services, Utilities & Buildings Operations

Date: _____

Attention: Paul Alves, Keith Foster

Building No.: _____

Building Name: _____

Project No.: _____

Project Title: _____

Power Req Ref No: PR- _____

Notes: In order for Utilities staffs to coordinate with occupants of the affected areas, typically 10 working days are required between shutdown request received by Utilities and the date shutdown is carried out. Depending on the complexity of the shutdown, it may take long working days to schedule. A minimum of 7 working days' request is required, provided that all affected areas are identified and occupants are advised. Shutdown requests with less than 7 working days will not be processed. Incomplete info may cause delay in shutdown schedules.

Proposed Date for Shutdown: _____

Proposed Start Time: _____ Expected Duration of Shutdown: _____ Hours

Name of Electrical Contractor: _____

Name of Electrical Contractor's Contact Person: _____ Phone No.: _____

Electrical System(s) to be shutdown (Equipment or Panel ID) and Location (room no.): _____

Single Line Diagram Provided with this Request: Yes / No

Reason for Shutdown: _____

Area(s) Affected with Room Nos.: *(If not specified, a Service Order shall be issued by the Project Manager/Coordinator to U of T electrician (Trade Code 04 or 05) to carry out a survey of areas affected, and report to Lewis Wong / Andy Fok with copies of panel directories and floor plans indicating Areas affected.)*

Remarks: _____

Name of UofT Proj. Mgr./Coordinator: _____ Phone No. : _____

Signature of UofT Proj. Mgr./Coordinator: _____ Charge to S. O. No.: _____

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