



Request for building mechanical services shutdown

This request should be sent to the Senior Manager, Building Mechanical Systems and affected Area Manager, Operations and Maintenance.

Please allow 10 business days for processing.

To: Utilities and Building Operations **Date:**

Attention: Jelena Vulovic-Basic, Senior Manager, Operations and Maintenance
jelena.vulovic.basic@utoronto.ca

Area:

North	John Walker, Area Manager, jd.walker@utoronto.ca , 416-978-5064
Southwest	Jasmeet Bali, Area Manager, jasmeet.bali@utoronto.ca , 437-551-3612
Southeast	Artur Syrek, Area Manager, art.syrek@utoronto.ca , 416-978-8645
Central	Christine Tan, Area Manager, cy.tan@utoronto.ca , 416-791-9808

Building:

Project:

Project No.

The requestor should put as many details as possible to describe the actual work that requires services to be shut down, such as: tie-in to existing services, modify existing services and systems, isolate the area of renovation, perform survey, perform asbestos abatement; etc.;

Provide supporting documents to aid in description of the work, affected areas and location of the services to be shut down/isolated, such as: marked up plans or room numbers with approximate location of the valves to be isolated, location where the tie-in into the existing services will occur, etc.

System to be isolated and/or shut down:

Areas affected by this shutdown:

System affected by this shutdown:

Remarks:

Work to begin: Date:

Time:

AM/PM

Anticipated duration of shutdown

Hours



It's possible that accessing services for this shutdown may require following designated substances procedures.

Yes

No

If **yes**, this request should **also** be sent to Environmental Hazards Safety Coordinator doug.colby@utoronto.ca and Manager of Hazardous Substances Construction Group irfan.miraj@utoronto.ca.

This request is to shut down services to allow for designated substances abatement.

Yes

No

If **yes**, this request should **also** be sent to Environmental Hazards Safety Coordinator doug.colby@utoronto.ca and Manager of Hazardous Substances Construction Group irfan.miraj@utoronto.ca.

Name of contractor and contact person:

Name of U of T trades:

Charge to:

Service order number:

Name of U of T requestor:

Print

Signature