



Utilities & Building Operations

Date of last revision : 11/03/2025

Request for Building Mechanical Services Shutdown

This request shall be sent to the Senior Manager, Client Experience & Building Operations, and the Area Manager, Operations & Maintenance of the affected building.

Please allow 10 business days for processing

To: Utilities & Building Operations Date: _____

Attention: **Salvatore Mantia, Senior Manager, Client Experience & Building Operations**
sal.mantia@utoronto.ca

Area:	North	John Walker	jd.walker@utoronto.ca	416-978-5064
	Southwest	Harry Akbari	harry.akbari@utoronto.ca	416-208-2670
	Southeast	Artur Syrek	art.syrek@utoronto.ca	416-978-8645

Building: _____

Project: _____

Project #: _____

The requester shall put as many details as possible to describe the actual work that requires services to be shut down, such as a tie-in to existing services, modifying existing services and systems, isolating the area of renovation, performing surveys, performing 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:** _____ **A.M./P.M.**

Anticipated duration of shutdown _____ **Hours**



Utilities & Building Operations

a) Is it possible that accessing services for shutdown may require following the designated substances procedures?

Yes No

If Yes, this Request shall **also** be sent to the Environmental Hazards Safety Coordinator (doug.colby@utoronto.ca) and the Manager of Hazardous Substances Construction Group (irfan.miraj@utoronto.ca).

b) This request is to shut down services to allow for designated substances abatement:

Yes No

If Yes, this Request shall **also** be sent to the Environmental Hazards Safety Coordinator (doug.colby@utoronto.ca) and the 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: _____

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Click the button(s) below to send this document to an Area Manager