



Request for Building Mechanical Services Shutdown
To be sent to the Sr. 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:	<input type="checkbox"/>	North	John Walker	jd.walker@utoronto.ca	416-978-5064
	<input type="checkbox"/>	Southwest	Pat Mehta	pat.mehta@utoronto.ca	416-978-7108
	<input type="checkbox"/>	Southeast	Artur Syrek	art.syrek@utoronto.ca	416-978-8645
	<input type="checkbox"/>	Central	Christine Tan	cy.tan@utoronto.ca	416-946-8169

Building: _____

Project: _____

Project No. _____

SYSTEM TO BE SHUTDOWN: (what services specifically are to be isolated)

Areas affected: _____

System Affected: _____

Name of Contractor and Contact Person: _____

Name of U of T Trades: _____

WORK TO BEGIN: Date: _____ Time: _____ A.M./P.M.

Anticipated Duration of Shutdown _____ Hours

Remarks:

Charge to: _____ Service Order Number: _____

Name of U of T Requestor: _____

Print

Signature