

Please follow the steps below before submitting an outage request.

## Procedure

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- 1 Submit a work order in FAMIS with appropriate charge code. Specify in the work order whether or not OFS assistance will be needed.
- 2 Know and understand each user that would be affected by the utility outage.

Utility Shutdown Request Form  
Facility Services

Project Details

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Date                      FAMIS ID#

Project Name

Utility Involved

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