



### REQUEST FOR UTILITY SHUTDOWN FORM

<b>Project No. / Contract No.:</b>	<b>Sub-Contractor:</b>
<b>Project Name:</b>	<b>Building / Room No.:</b>
<b>Prime Contractor:</b>	<b>Depts. Affected:</b>

**Shutdown requested by :**

(Print Name) \_\_\_\_\_ Contractor Signature: \_\_\_\_\_ Date \_\_\_\_\_

<b>To: WVMCCD / Facilities Construction Dept.</b>	<b>Date of Request :</b>
<b>Shutdown of Service</b>	<b>Restoration of Service</b>
<b>Date:</b>	<b>Date:</b>
<b>Time:      Duration:</b>	<b>Time:</b>

#### SHUTDOWN TYPE

**Safety Note: Observe all "Lock-Out, Tag-Out" procedures when applicable.**

- MECHANICAL
- PLUMBING
- ELECTRICAL
- DATA / TELECOMMUNICATIONS
- FIRE PROTECTION SYSTEMS

**Provided a written narrative with steps that include the full scope of work as part of this form.**

**APPROVED**

**Required Signatures for Approval:**

**REJECTED**

**District Facilities Construction** \_\_\_\_\_  
**Date**

**College Administration** \_\_\_\_\_  
**Date**

**Use the space below to provide a full scope of work written narrative:**

**Request shutdown of existing transformer to add breakers for temporary power for construction and trailers.**

**Use Additional Pages as Needed**