



Please follow the steps below before submitting an outage request.

Procedure

- 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.
- 3 Seek approval from each customer and understand their needs (e.g. May need backup power).
- 4 Fill out Utility Shutdown Request form and obtain signatures.
 - a. Project manager signature is the person in charge of the project
 - b. Utility Systems Manager is the supervisor of the department (shown below)
 - c. Utility Systems Director will be signed by Daryl Trudeau in Facility Services

Utility System Managers

- 1 Electrical – Colt Guidry; cguid28@lsu.edu; 225-578-6969
- 2 Plumbing – Mike St. Romain; mstrom3@lsu.edu; 225-578-3186
- 3 HVAC – Aaron Cherry; acherr1@lsu.edu; 225-578-1040
- 4 Fire Alarms – Jim Henry; jimhenry@lsu.edu; 225-578-6815

Utility Systems Director

- 1 Daryl Trudeau; dtrudeau@lsu.edu; 225-578-5125

Once the form is complete, either drop off the fully signed form to Corey Smith's office in the Facility Services Building, Room 133, at the Facility Services Building Front Desk or email it to csmith16@lsu.edu; 225-578-5720.



Utility Shutdown Request Form

Facility Services

Project Details

Date FAMIS ID#

Project Name

Utility Involved

High Voltage	Gas	Domestic Water	Fire Water	Heating Water
Sanitary Sewer	Chilled Water	Steam	Compressed Air	

Proposed Shutdown Date / Time

Start Date Start Time

End Date End Time

Requestor Name

Company Name

Phone

Email

Name of Party Performing Work

Customers / Building Affected

Customer Approval Obtained

Additional Comments

Approvals

LSU FS/PDC Project Manager

LSU FS Utility System Manager

LSU FS Utility System Director