

BUILDING SYSTEMS SHUTDOWN REQUEST

EMAIL FORM TO: cfconnect@cadillacfairview.com



Five (5) weeks minimum advance notice required for all shutdown requests.

SYSTEMS AFFECTED (PLEASE CHECK APPLICABLE SYSTEM)

ELECTRICAL HVAC CHILLED WATER STEAM DOMESTIC WATER HEATING WATER

GENERAL INFORMATION

CITY PERMIT NO. _____

TENANT _____

TENANT CONTACT _____ TELEPHONE _____

BUILDING _____ FLOOR(S) _____

DATE _____ CF PROJECT LEAD/CONTACT _____

CONTRACTOR TRADE INFORMATION

COMPANY _____

CONTACT NAME _____ TELEPHONE _____

CELLULAR _____ EMAIL _____

SCOPE OF SYSTEMS SHUTDOWN WORK

DATE OF WORK _____

HOURS OF WORK FROM _____ TO _____

AREAS AND/OR FLOORS AFFECTED DETAILED _____

SUMMARY OF WORK _____

Responsibilities of contractor for electrical shutdowns: 1) Vacuum inside tubs 2) Clean all insulators 3) Fill all tub openings with proper fillers 4) Check all connections for tightness 5) Update all panel schedule.

FOR OFFICE USE ONLY

RECEIVED BY _____ DATE _____

ADDITIONAL INFO INSURANCE WISB DWGS CONTACT SHEET

DISTRIBUTION OPERATIONS TENANT RELATIONS SECURITY & LIFE SAFETY PROJECT MGMT

COMMENTS _____

TRADE REQUIRED YES NO _____