

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. Department Manager is the manager of the department (shown below)
 - c. Director will be signed by the appropriate department (e.g. Neal Pendleton for Electrical)

Department Managers

- 1 Electrical – Colt Guidry; cguid28@lsu.edu; 225-578-6969
- 2 Plumbing – Mike St. Romain; mstrom3@lsu.edu; 225-578-6942
- 3 HVAC – Roy Dollar (Interim); ddollar@lsu.edu; 225-578-3186
- 4 Fire Alarms – Jim Henry; jimhenry@lsu.edu; 225-578-6815

Directors

- 1 Mechanical (Plumbing/HVAC) Systems - Daryl Trudeau; dtrudeau@lsu.edu; 225-578-5125
- 2 Electrical Systems (also fire alarms) – Neal Pendleton; npendle@lsu.edu; 225-578-1630

Once the form is complete, drop it off with the applicable department to submit the outage notification.

1. Plumbing – Robert Gros; robert.gros@lsu.edu
2. HVAC – Dominic Adedeji; adedom1@lsu.edu
3. Electrical – Ken Dickerson; kdickerson@lsu.edu
4. Fire Alarms – Jim Henry; jimhenry@lsu.edu



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 (Requestor)

LSU FS Department Manager

LSU FS Director

REV 07.2025