



# UNIVERSITY OF ALBERTA

## Shutdown Notification

Contact Fo.shutdowns@ualberta.ca if you have questions regarding the process



**Type of Shutdown \***

- Planned  PM Routine  Emergency

**Work Order \***

**Phase \***

This document is to serve as a guide for the University of Alberta shutdown process.

Facilities & Operations issues service shutdowns for building mechanical systems, electrical systems or utilities for reasons like equipment breakdowns, building renovations and regular maintenance.

To submit a shutdown visit the following URL: <https://zfrmz.com/7WatnHfxQdTyDXNn6Bgd>

(Post a direct link on the UofA WebSite)

Once you have arrived at the url, you will need to fill out the form accordingly. Fields that are indicated with a red asterisk are mandatory and must be filled out.

Please ensure the email entered in the email field is accurate as this is the address used for all communication. Once submitted you will receive a copy of your submission.

**Email \***

The form has different types of fields, that will display different options related to the parent category. You can also select multiple categories if required, by holding the **Control** or **Shift** Key. If needed, you can also upload a file for additional information

**Campus \***

NORTH CAMPUS
SOUTH CAMPUS
OTHER

**Buildings-NorthCampus**

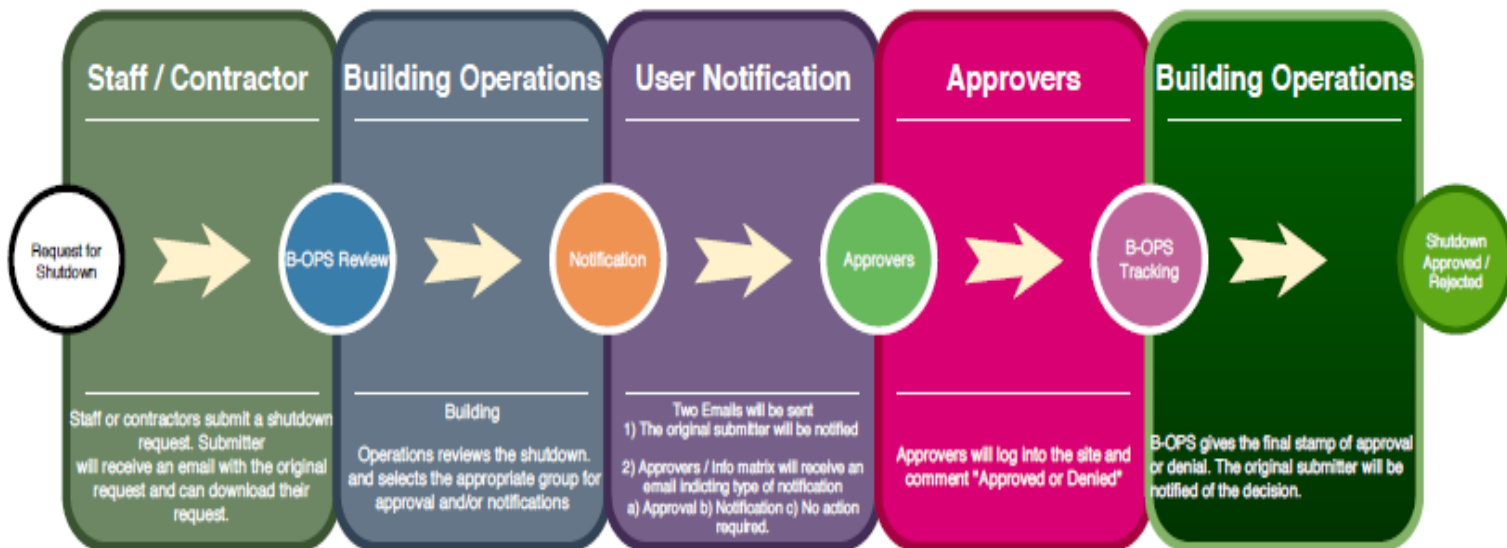
North Campus - All Buildings
Administration Building - 51030
Agriculture & Forestry Centre - Gsb Link - 51061
Agriculture & Forestry Centre - Sub Link - 51062

**Buildings-SouthCampus**

South Campus - All Buildings
Ers F076 Bunker Silo - 55032
F1 Managers Office - 55358
F11 Brooder House - 55310

In this example, it shows North and South Campus are affected.

Here is a high level workflow on how your shutdown will be handled.



## Public Report

The below link will take you to a public report that will display shutdowns that have a start date of Today or in the next 30 days.

To view the public report visit the following URL:

<https://forms.zohopublic.com/universityofalberta/report/All1/reportperma/IVy-XjpJyo12nFtfB308Q1uZqWDUe8sderDt8u3TtJ8>