

Northeastern University -- Facilities Division

Scheduled Utility Shutdown & Emergency Notification Form

Department: Department location:

Contact person: Telephone: e-mail address:

Alternate contact person: Telephone: e-mail address:

Off-hour emergency notification person(s): Telephone / Pager / Cell:

Please check the utility systems below that require notification to your department for scheduled or emergency shutdowns.

Air-Conditioning
 Chilled Water (process cooling)
 Compressed Air
 Electricity
 Elevator
 Fume Hood
 Heat
 Natural Gas

Process Steam
 RODI Water (reverse-osmosis, de-ionized)
 Vacuum
 Water
 Other:

Indicate specific or additional areas and contact personnel that are located outside the above listed Department Location (ie. research labs, computer rooms, etc.)

Location: Contact person: Telephone: e-mail:

Special precautions or requirements:

Location: Contact person: Telephone: e-mail:

Special precautions or requirements:

Location: Contact person: Telephone: e-mail:

Special precautions or requirements:

Location: Contact person: Telephone: e-mail:

Special precautions or requirements:

Location: Contact person: Telephone: e-mail:

Special precautions or requirements: