

EXHIBIT B



PLANNING, DESIGN AND CONSTRUCTION

Request for Utility Shutdown

PD&C Project No. _____
Project Manager Name: _____ Phone Number: _____
Date of Request: _____ (five (5) working days prior to the required date)

Note - If an emergency, check here:

To (via email): Mike Smith, Director, Facilities Management, 111 General Services Building
Fax: 215-895-6754 smithmd@drexel.edu

Mechanical Services includes also fire alarm, sprinklers, elevator operation or shaft way access, Em generator operation.

[Harry Baker at hob23@drexel.edu](mailto:HarryBaker@hob23@drexel.edu)

[Charles Peck at cp42@drexel.edu](mailto:CharlesPeck@cp42@drexel.edu)

[Gregory DeFusco at ggd28@drexel.edu](mailto:GregoryDeFusco@ggd28@drexel.edu)

[Richard Metzner at rfm22@drexel.edu](mailto:RichardMetzner@rfm22@drexel.edu)

[Steve Pittaoulis at smp12@drexel.edu](mailto:StevePittaoulis@smp12@drexel.edu)

[David Hollinger at dwh45@drexel.edu](mailto:DavidHollinger@dwh45@drexel.edu)

Requested By: _____
(Contractor)

Indicate building name, building #, floors, areas or rooms requiring shutdown; include room numbers by campus plans and, if possible, the actual room numbers.

Type of work shutdown: _____ Plumbing _____ Electrical _____ Mechanical _____

Reason for shutdown: _____

Requested start date: _____ Approximate starting time: _____

Anticipated completion date: _____ Duration of shutdown: _____

Shutdown requested for: _____ (Subcontractor)

Foreman: _____ Phone Number: _____

Signature of Superintendent: _____ (GC/CM)

Comments: _____

cc: Project Manager - Planning, Design & Construction

Building Systems Manager - Facilities Management

Project Manager - GCA (for Creese, MacAlister, Phys Ed Ctr. & all Dormitories)

Property Manager - API (for 3001 Market, 3201 Arch St.)

Property Manager - API (for other API properties)

Director - Safety & Health Programs (for any sprinkler, standpipe, fire alarm work)

Director - Telecommunications (telephones & computers)

Fax: 215 895-6701

Carmen Piccolo piccoloc@drexel.edu

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