

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.

CC (via email):
Harry Baker at hob23@drexel.edu
Charles Peck at cp42@drexel.edu
Gregory DeFusco at ggd28@drexel.edu
Richard Metzner at rfm22@drexel.edu
Steve Pittaoulis at smp12@drexel.edu
David Hollinger at 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) Fax: 215 895-6701
Property Manager - API (for 3101 Market) Carmen Piccolo piccoloc@drexel.edu
Property Manager - API (for other API properties)
Director - Safety & Health Programs (for any sprinkler, standpipe, fire alarm work) David Hollinger dwh45@drexel.edu
Director - Telecommunications (telephones & computers)