



Utilities & Building Operations

Date of last revision : 09/03/2024

Request for building mechanical services shutdown

This request shall be sent to the Sr. Manager, Building Mechanical Systems and affected Area Manager, Operations and Maintenance

Please allow 10 business days for processing

To: Utilities & Building Operations Date: _____

Attention: **Salvatore Mantia, senior manager, client experience & building operations**
sal.mantia@utoronto.ca

Area:	North	John Walker	jd.walker@utoronto.ca	416-978-5064
	Southwest	Jasmeet Bali	jasmeet.bali@utoronto.c	416-978-7108
	Southeast	Artur Syrek	art.syrek@utoronto.ca	416-978-8645

Building: _____

Project: _____

Project No. _____

The requestor shall put as many details as possible to describe the actual work that requires services to be shut down such as: tie-in to existing services, modify existing services and systems, isolate the area of renovation, perform survey, perform asbestos abatement; etc.;

Provide supporting documents to aid in description of the work, affected areas and location of the services to be shut down / isolated such as: marked up plans or room numbers with approximate location of the valves to be isolated, location where the tie-in into the existing services will occur, etc.

System to be isolated and/or shut down:

Areas affected by this shutdown: _____

System affected by this shutdown: _____

Remarks :

Work to begin: Date: _____ Time: _____ A.M./P.M.

Anticipated duration of shutdown _____ Hours



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a) It is possible that accessing services for shutdown may require to follow designated substances procedures:

Yes No

If Yes, this Request shall **also** be sent to Environmental Hazards Safety Coordinator doug.colby@utoronto.ca and Manager of Hazardous Substances Construction Group irfan.miraj@utoronto.ca.

b) This request is to shut down services to allow for designated substances abatement :

Yes No

If Yes, this Request shall **also** be sent to Environmental Hazards Safety Coordinator doug.colby@utoronto.ca and Manager of Hazardous Substances Construction Group irfan.miraj@utoronto.ca.

Name of contractor and contact person: _____

Name of U of T Trades: _____

Charge to: _____ Service order number: _____

Name of U of T requestor: _____

Signature:

Print

Click here to send this document to area managers: