

EXHIBIT B



PLANNING, DESIGN AND CONSTRUCTION

Request for Building System Coverage / Utility Shutdown

PD&C Project No. _____

Date of Request: _____ (five (5) working days prior to the required date)

Note - If an emergency, check here: _____

TO: Dan Severino, AVP, Facilities Operations & Management das494@drexel.edu

CC (all):

Greg DeFusco at ggd28@drexel.edu
Brian Smeltzer at bls343@drexel.edu
Edward Mikalic at epm38@drexel.edu
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Aaron Jeter at alj79@drexel.edu
Fateen Shuler at fos25@drexel.edu
Yaniv Berdugo at yb99@drexel.edu

Requested By: _____
(Contractor)

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

Type of utility shutdown/coverage: Plumbing () Electrical () Mechanical () Fire Protection ()

Reason for utility shutdown/coverage:

Start date: _____ Approximate starting time: _____

Completion date: _____ Duration of Coverage: _____

Requested for: _____ (Subcontractor)

Foreman: _____

Signature of Superintendent: _____ (GC/CM)

Comments:

cc: Project Manager - Planning, Design & Construction

Martin Bell - Environmental Health and Radiation Safety	mwb32@drexel.edu
David Hollinger - Public Safety (Fire)	dwh45@drexel.edu
Craig Flanagan - Public Safety (Security)	ccf42@drexel.edu
John Manning - Information Technology	jrm497@drexel.edu