Notification of Shutdown

To: Customer Service

From: _____ (Project Contact)

What is being shutdown:

_____

Why is the shutdown taking place:

_____

Conditions Affected (be specific):

_____
_____
_____
_____
_____

Dates of Shutdown: _____ through _____

Time of Shutdown: _____ to _____

Buildings/Areas Affected (be specific):

_____
_____
_____
_____

The following persons (departments) have been notified:

_____
_____
_____

Customer Service Follow-up:

_____
_____
_____
_____
_____
_____
_____
_____
_____