

## TFC Austin Area Shutdown Notification Form

<b>Notice Type</b> (Choose one)			
<b>Is this a TFC event</b>		Yes	No
<b>Event Name</b>			
<b>TFC Support Needed</b>		Yes	No
<b>Work Type or TFC Support</b> (Choose one)			
<b>Event Start Date</b>		<b>Start Time</b>	
<b>Event End Date</b>		<b>End Time</b>	
<b>Building</b>			
<b>Location &amp; Room</b>			
<b>TFC Project Manager /Owner First Name</b>		<b>Last Name</b>	
Project Manager/Owner email		Cell Phone	
<b>TFC Work Order #</b>		<b>TFC Project #</b>	
<b>Work Description</b> <i>(Simple to read &amp; specific public facing description of the work that will take place. 2-3 sentences. This is not the MOPP section.)</i>			
<b>Possible Impacts</b> <i>Select all that apply.</i>		Construction dust Construction noise (daytime) Construction noise (night-time) Fire Drill Interior temperature variations Limited building access Limited elevator access Limited freight elevator access	Loss of Internet Service Loss of power No domestic water No hot water Public Gatherings (Protesting) Road closure / Detour Sidewalk closure / Detour Traffic Congestion Other
<b>Justification</b> (Choose one)			
<b>Method of Procedures and Performance (MOPP) Form</b>		Yes	No <i>(Link to Form)</i>
<b>MOPP description for non-trade work</b>		<i>Only use this area if a MOPP is not attached. Describe in detail how the work will be performed, step by step.</i>	

<b>A TCP is required for all Traffic &amp; ROW Work</b>	Yes    No <i>Attach your traffic control plan when you email it</i>
<b>Remarks</b>	

### Submitter Information

<b>First Name</b>	
<b>Last Name</b>	
<b>Job Title</b>	
<b>Job Role</b>	
<b>Company</b>	
<b>TFC Agency Division or Client</b>	
<b>Cell phone number</b>	
<b>Other phone number (optional)</b>	
<b>Email address</b>	
<b>Supervisor First Name</b>	
<b>Supervisor Last Name</b>	
<b>Supervisor Cell Phone</b>	
<b>Supervisor Email Address</b>	
<b>Onsite Contact (First &amp; Last Name)</b>	
<b>Onsite Contact cell phone</b>	

**Mandate: All Capitol Complex Tenant Agencies must be notified of possible business disruptions.**  
*The Shutdown Notification process will automatically notify all tenant agencies in the building where the work will take place. Add below any **OTHER** stakeholders that should be notified.*

### Stakeholder Information

<b>First Name</b>	
<b>Last Name</b>	
<b>Job Title</b>	
<b>Job Role</b>	
<b>Company</b>	
<b>Email Address</b>	

### Stakeholder Information

First Name	
Last Name	
Job Title	
Job Role	
Company	
Email Address	

### Stakeholder Information

First Name	
Last Name	
Job Title	
Job Role	
Company	
Email Address	

**Email Form to [Notifications@tfc.texas.gov](mailto:Notifications@tfc.texas.gov) with supporting files.**