| **Office of Administration / Office for Information Technology [OA/OIT]****OPD-SYM010a Blackout / Freeze Form, November 2013** |
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| **General Information** **For completion by the requester and e-mailed to the ra-oanetworkchange@pa.gov****Prior to the start of the requested Blackout / Freeze Window.** |
|  **Date** | **Requesting Agency, Commission, Council or Service Provider** |
| Click here to select a date. | Enter requesting organization / company name. |
| **Primary and Secondary Contacts**  |
| **Contact Name** | **Contact Telephone Number** | **Contact Cell Phone Number** | **Contact Internet E-Mail Address** |
| Enter Primary Contact’s full name. | Enter Primary Contact’s Telephone number. | Enter Primary Contact’s Cell Phone Number. | Enter Primary Contact’s Internet e-mail address. |
| Enter Secondary Contact’s full name. | Enter Secondary Contact’s Telephone number. | Enter Secondary Contact’s Cell Phone Number. | Enter Secondary Contact’s Internet e-mail address. |
| **TIMELINE** | **Start Date** | **Start Time** | **End Date** | **End Time** |
| **Blackout / Freeze Window** | Click here to select a date. | Click here to select a time. | Click here to select a date. | Click here to select a time. |
| **Select from a limited blackout / freeze or a comprehensive blackout / freeze.** | Click here to select the type of blackout / freeze being requested. |
| **DESCRIPTION OF REQUEST** |
| Enter all services potentially impacted by maintenance scheduled during this Blackout / Freeze Window. If the request is specific to a known infrastructure path or service, describe the path or details. |
| **OA/OIT reserves the right to approve and implement change/s that do not impact the service defined herein. The above contact/s will be consulted if a change could potentially impact the service defined herein.** |
| **The section below is for completion by the Functional and Enterprise Change Managers****OA/OIT** **Functional Change Management and Enterprise Change Management Approval** |
| **Services** | Enter all service areas, including network infrastructure and applications to which no service impacting maintenance is to be performed during this Blackout / Freeze.  |
| **Approval Recommendation** | Click here to select an approval recommendation. |
| **Date** | Click here to select a date. |
| **Comments** | Enter all comments, conditions and previously scheduled maintenance that will proceed as scheduled.  |