

Information Technology Policy

Change Blackout Request Form

Number
OPD-SYM010A

Effective Date
November 01, 2013

Category
Systems Management

Supersedes
None

Contact
RA-ITCentral@pa.gov

Scheduled Review
July 2025

General Information				
For completion by the requester and e-mailed to the Enterprise Change Manager Prior to the start of the requested Blackout 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 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 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 e-mail address.	
TIMELINE	Start Date	Start Time	End Date	End Time
Blackout 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.
Limited, shared infrastructure, or comprehensive blackout?			Click here to select the type of blackout being requested.	
DESCRIPTION OF REQUEST				
Enter all services potentially impacted by maintenance scheduled during this Blackout Window. If the request is specific to a known infrastructure path or service, describe the path or details.				
OA/IT 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/IT 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.
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.

This chart contains a history of this publication's revisions.

Version	Date	Purpose of Revision
Original	11/01/2013	Base Document
Revision	07/23/2024	Updated document title Minor grammatical updates Update submission instructions (forms should be sent to Enterprise Change Manger)