APPENDIX A
HOT WORK PERMIT
MAINTENANCE & CONSTRUCTION

1. The permit should be completed and hung in the area where work is being performed. The expired permit should be retained with the project file.

2. **DO NOT CONDUCT HOT WORK** if automatic fire protection systems are out of service. Contact the Associate Vice President of Facilities.

3. Can the hot work be completed in a safer way? (Such as different area; bolting instead of welding)

   Hot work done by: ________________________________________________      Employee ____ Contractor ____
   (Print Name)

   Date: ___/___/___    Location (building and floor): _______________________________________________

   Type of job: ___________________________________________________ ________________________________

   I verify that the above location has been examined, the precautions listed below have been followed to prevent fire, and permission is authorized for this work.

   Signed: X_____________________________________________________________________________________
   (University representative responsible for Hot Work activity)

   Time Started _______________________________ Time Finished ________________________________

   Permit Expires: (limit permit to 1 shift or 8 hour period) Date ____________ Time ____________

   **Follow these precautions:**
   - Available sprinklers, hose streams and extinguishers are in service and good repair.
   - Have fire extinguishers available at work site.
   - Have work equipment in good repair.

   Within 35 ft. (11m) of work:
   - Wet down combustible floors. Cover with damp sand or other shield.
   - Use explosive meter to monitor atmosphere and do not perform Hot Work if quantities exceed recommended levels.
   - Remove flammable liquids, dust, lint and oily deposits.
   - Cover all wall and floor openings.
   - Suspend fire resistant covers beneath work.
   - Move or cover combustible materials with fire resistive barriers.

   **Work on or near walls and ceilings:**
   - Move combustibles away from both sides of walls.
   - When working with suspended ceilings be sure to protect concealed spaces.

   **Floors:**
   - Sweep floors clean of combustibles.

   **Work on enclosed equipment:**
   - Clean equipment removing all combustibles.
   - Purge equipment of flammable vapors.

   **Fire watch and work area monitoring:**
   - Fire watch should be provided during Hot Work and 60 minutes after work is completed.
   - Fire watch may be required above, below and in adjacent areas from where the work takes place.

   **Final Work Area Check:**
   Work area monitored following Hot Work and found safe:

   Fire Watch: After 30 minutes: ___________________________  Signature ___________________________

   University Representative: ___________________________  Date: ___________________________
   (Print Name)

   Signed: X_____________________________________________________________________________________

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