

# APPENDIX B

## HOT WORK PERMIT –Portable Fireplaces

1. The permit should be completed and kept with the responsible party on site during the event. Post event, the permit should be sent to the Manager of Regulatory Affairs and Risk Management.
2. **Portable Fireplaces are for outdoor use only.**
3. A full time University employee must be responsible for the event and remain at the fire until extinguished and the fire watch is completed.

Name of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Location: \_\_\_\_\_

University Representative Responsible: \_\_\_\_\_  
(Print Name)

### Notifications:

Associate V.P. of Facilities: \_\_\_\_\_  
(Signature) (Date)

Director of Campus Safety Services: \_\_\_\_\_  
(Signature) (Date)

### Approval:

Division Vice President: \_\_\_\_\_  
(Signature) (Date)

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**I verify that the above location has been examined and the precautions listed below have been followed to prevent fire.**

Signed: X \_\_\_\_\_  
(University representative responsible for event)

### Follow these precautions:

- o Campus authorities have been notified.
- o Weather conditions are appropriate for fire.
- o Wind such that smoke will not enter neighboring buildings.
- o ABC Fire extinguisher is present at fire location.
- o Only seasoned firewood to be burned.
- o Fireplace is on a flat and fireproof surface (e.g. concrete, brick or rock)
- o Fireplace is in good condition.
- o Chimney, lid or screen present for spark arrest.

### Within 15 ft. of fire:

- o Fireplace is located a minimum of 15' from any structure.
- o Fireplace is clear of any hanging trees, branches, or bushes.
- o Area is clear of leaves, paper, sticks and other combustible.
- o No flammable liquids are present (e.g. lighter fluid, gasoline, etc.)

### Fire watch and area monitoring:

- o Fire watch 60 minutes after fire is extinguished.

### Final Work Area Check:

Event area monitored following fire and found safe:

Fire Watch: After 30 minutes: \_\_\_\_\_ After 1 hour \_\_\_\_\_  
(Signature) (Signature)

University Representative: \_\_\_\_\_ Date/Time: \_\_\_\_\_  
(Signature)