Hot Work Permit

Fire Prevention

This hot work permit is required for operations involving open flames or producing heat and/or sparks. This includes, but is not limited to: brazing, cutting, grinding, soldering, thawing pipe, torch-applied roofing, and cadwelding. This permit must be completed and approved prior to any hot work operation, and posted on-site during same. <u>This permit is for one (1) day only.</u>

FOR QUESTIONS REGARDING THIS PERMIT CONTACT OFFICE OF FIRE PREVENTION AT 757-683-5166

HOT WORK BEING DONE BY:
- ☐ ODU Employee
- ☐ Contractor   Phone Number: _____

HOT WORK PROJECT:
W.O. #: _____

Submitted Date: _____

Expected Start Date: _____ Time: _____

Expected Stop Date: _____

Location/Building/Floor: _____

Nature of Job/Object: _____

AUTHORIZATION:
I verify the above location has been examined, the precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work.

Name: _____
      Supervisor / Responsible Party

Signature: _____

Phone Number: _____

TECHNICIAN:
Name: _____

Phone Number: _____

- ☐ I have reviewed all requirements; area is safe for Hot Work.
  Date / Time: _____ Initials: _____

- ☐ All guidelines have been followed, and hot work is complete.
  Date / Time: _____ Initials: _____

FIRE ALARM TECHNICIAN:
Name: _____

Phone Number: _____

- ☐ Fire detection disabled.
  Date / Time: _____ Initials: _____
- ☐ Fire detection reactivated.
  Date / Time: _____ Initials: _____

REQUIRED PRECAUTIONS CHECKLIST:
- ☐ Automatic Fire Detection has been disabled.
- ☐ Available sprinklers, hose streams, and extinguishers are in service / operable.
- ☐ Hot work equipment is in good repair.

- ☐ <u>Requirements within 35 feet (10 meters) of work:</u>
  - Flammable liquids, dust, lint, and oil deposits have been removed.
  - Explosive atmosphere in area has been eliminated.
  - Floors have been swept clean.
  - Combustible floors have been wet down, covered with damp sand or fire-resistant sheets.
  - Other combustibles have been removed where possible. Otherwise, protect with fire-resistant tarpaulins or metal sheets are in place.
  - All wall and floor openings are covered.
  - Fire-resistant tarpaulins are suspended beneath work.

- ☐ <u>Work on walls or ceilings / enclosed equipment:</u>
  - Construction is non-combustible and without combustible covering or insulation.
  - Combustibles on other side of walls have been removed.
  - Ensure no danger exists by condition of heat into another area.
  - Enclosed equipment has been cleaned of all combustibles.
  - Containers have been purged of flammable liquids/vapors.

- ☐ <u>Hot work area monitoring:</u>
  - A monitor will be provided during and for one (1) hour after work:
    Name: _____
    Phone Number: _____
  - A monitor is supplied with suitable extinguishers.
  - A monitor is trained in use of this equipment and in sounding alarm.
  - A monitor may be required for adjoining areas, above and below.
  - Generally monitor hot work area for 3 hours after job is completed.

- ☐ <u>Fire alarm or suppression system impairment:</u>
  - Fire watch posted in building.

<u>Other precautions taken:</u>
- ☐ Yes ☐ No   Confined space entry permit required?
- ☐ Yes ☐ No   Area protected with smoke/heat detection?
- ☐ Yes ☐ No   Ample ventilation to remove smoke/vapor from work area?
- ☐ Yes ☐ No   Lockout/tag-out required?

FOR OFP USE ONLY
Permit Reviewed By: _____ Phone Number: _____

Date & Time: _____