

# Hot Work Permit

Before Initiating Hot Work, Ensure Precautions Are in Place  
 Make Sure an Appropriate Fire Extinguisher is Readily Available

This Hot Work Permit is required by NFPA 51 B for any operation involving open flames or producing heat and/or sparks. This includes, but is not limited to the use of: Flammable Liquid or Gas, Brazing, Cutting, Grinding, Power-Driven Construction Fasteners, Soldering, Thawing Pipe, Torch-Applied Roofing, and Cad Welding, as well as using Outdoor Fireplaces, Burners, Pits and Grills. Bonfires are prohibited at time designated by the NYS Department of Conservation (refer to the NYSCEC web site). Explosives are PROHIBITED!

Receipt of a Hot Work Permit from the University does not relieve a contractor of the responsibility to exercise supervisory control over the general condition of the premises and its agents, employees and subcontractors, nor does receipt of a Hot Work Permit modify or amend plans and specifications of the work, and contractor remains responsible for determining suitable means and methods for executing the plans and specifications of the work. Any contractor receiving a Hot Work Permit agrees, to the fullest extent permitted by law, to indemnify and defend the University, its agents, coordinators, directors, employees, officers, supervisor, and/or trustees (collectively "Indemnified Parties") from and actions, awards, claims, costs, damages, fees (including attorney's fees), fines, injuries, (including personal injury or death), judgements, lawsuits, proceedings, and/or property damage (collectively "Claims") resulting from the Hot Work performed or the manner in which is supervised. To the fullest extent permitted by law, the University will defend and indemnify and of the Indemnified Parties from any Claims resulting from the performance of Hot Work under this Hot Work Permit or the manner in which it is supervised.

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**INSTRUCTIONS 24-hour notice is required (for Contractors) to obtain a Hot Work Permit**

A. Verify precautions listed (or do not proceed with the work).

B. Complete and retain this permit.

HOT WORK BEING DONE BY

- Physical Plant \_\_\_\_\_
- Contractor \_\_\_\_\_
- Other \_\_\_\_\_

Date: \_\_\_\_\_ JOB/WO# \_\_\_\_\_

LOCATION/BUILDING & FLOOR:

NATURE OF JOB/OBJECT:

NAME OF PERSON DOING HOT WORK:

SIGNATURE OF PERSON APPLYING FOR PERMIT:

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.

SIGNED by Contractor:

SIGNED by EH&S representative:

PERMIT EXPIRES:	DATE:	TIME:	AM	PM
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**TERMINATION:**(request by authorized Contractor prior to expiration date of permit)  
I verify the Hot Works job as outlined on this permit has been completed, all requirements have been met, and termination of the permit is requested.

SIGNED:

DATE:

TIME:

AM

PM

GRANTED:

DATE:

TIME:

AM

PM

**ALL CAMPUS EMERGENCIES: CALL 911 OR 2108**

**REQUIRED PRECAUTIONS CHECKLIST:**

- Available sprinklers, hose streams, and extinguishers are in service/operable.
- Hot work equipment in good repair.

**Requirements within 10m (35ft)**

- Flammable liquids, dust, lint and oil deposits removed.
- Explosive atmosphere in area eliminated.
- Floors swept clean.
- Combustible floors wet down, covered with damp sand or fire-resistant sheets.
- Remove other combustive where possible.  
Otherwise protect with fire-resistant tarpaulins or metal shields.
- All wall and Floor openings covered.
- Fire-resistant tarpaulins suspended beneath work.

**Work on wall and floor openings covered.**

- Construction is noncombustible and without combustible covering or insulation.
- Combustibles on other side of walls moved away.
- Enclosed equipment cleaned of all combustibles.
- Containers purged of flammable liquids/vapors.

**Fire watch/hot work area monitoring.**

- Fire watch personnel will be provided during and for 60 minutes after work, including and coffee or lunch breaks.
- Fire watch personnel are supplied with suitable extinguishers.
- Fire watch personnel are trained in use of this equipment and in sounding alarm.
- Fire watch personnel may be required for adjoining area above and below.
- Monitor hot work area for 60 minutes after job is completed.

**Other precautions to take:**

- Confined space entry permit.
- Area protected with smoke or heat detection.
- Ample ventilation to remove smoke/vapor from work area.
- Lockout/tag out.
- Emergency Communication Device Available – Cell Phone # \_\_\_\_\_