

HOT WORK PERMIT for:

A Hot Work Permit is required for any work on campus which involves cutting or welding with open flame torches or using tools which produce sparks and smoke.

This form is to be filled out in its entirety by the responsible party, supervising the HOT WORK, and then provided to the UofM Office of Facilities Development for approval, prior to beginning the work.

Location/Floor/ Room # _____

Company responsible for Hot Work: _____

Company Hot Work Supervisor: _____

Hot Work Supervisor Phone No.: _____

Hot Work Description: _____

Date of Work: _____ Start Time: _____ Finish Time _____ Can this work be done in the shop? Y/N

Responsible Party to Circle "yes" or "no" for each item below:

- | | | |
|---|-----|----|
| • Has UofM Electronics shop been contacted to avoid accidental activation of fire alarms? | Yes | No |
| • Has Hot Work area been inspected by all signatories? | Yes | No |
| • Is the Hot Work area fully sprinklered? | Yes | No |
| • Will the Hot Work create odors, fumes and/or smoke? | Yes | No |
| • If answer is Yes to above question, has a mechanical system shutdown been scheduled to shutdown to prevent dispersion of odors, fumes and/or smoke in the building? | Yes | No |
| • Does the work area have adequate ventilation? | Yes | No |
| • Will forced air ventilation be used? | Yes | No |
| • Will the area be considered a concealed space? | Yes | No |
| • Are combustibles 35' feet from hot work? | Yes | No |
| • Are combustibles less than 35' covered with fire rated materials? | Yes | No |
| • No gases/vapors have been confirmed by a combustible gas detection instrument. | Yes | No |
| • Are wall and floor openings within 35' covered? | Yes | No |
| • Are floors clean and free of combustibles? | Yes | No |
| • Workers will be wearing appropriate Personal Protective Equipment. | Yes | No |
| • Is the work confined to the area described in this permit? | Yes | No |
| • Are warning signs posted in areas subject to passers-by? | Yes | No |
| • Has all Hot Work equipment been inspected and found safe for use? | Yes | No |
| • Is a minimum 2A:20BC fire extinguisher within 30' of the Hot Work? | Yes | No |
| • Is Fire Sentry scheduled to be present during Hot Work? | Yes | No |
| • Has Fire Sentry been trained in use of the fire extinguisher? | Yes | No |
| • Is Fire Sentry scheduled to be present for 60 minutes after completion of hot work? | Yes | No |
| • Fire Sentry Name & Pho. # _____ | | |

I attest that the above precautions have and will be taken _____

(Hot Work Supervisor Signature)

Approved _____

(Director of OFD)

Permit Approval Date: _____

Email confirmation from _____ on _____ with UofM Electronic Dept that fire systems are reactivated.

COMMENTS: _____ Date Closed: _____

Note: Valid for 24 hours, must be posted at the site of the Hot Work during the work, and returned to OFD after completion of work.

A Fire Permit is also required from Memphis Fire Department prior to conducting Hot Work.
Contact the Develop 901 Citizen Portal, for Fire Department permit information.