



FACILITIES MANAGEMENT HOT WORK PERMIT

*Permit is for use on all hot work jobs (welding, cutting, burning, soldering, grinding, thawing, torch-applied roofing, powder-driven fastening and similar applications creating heat, flame, or sparks) performed in other than designated areas covered in the University's Hot Work Policy. The permit is **MANDATORY** and **MUST** be completed and authorized/signed by all persons listed below before work begins. Permit is valid only for single day. Hot work operators should complete as much of this permit as possible before the Supervisor or Permit Authorizing Individual reviews and approves the start of the work. **Please Print all entries.***

Work Location:		
Description of work:		
Hot work operators:		Employee _____ Contractor _____
Supervisor/Contact Name:		Supervisor/Contact Phone #:
Length of job:		Job date:
Fire or other hazards in area:		
Precautions before job begins:		
Firefighting equipment required:		
Type of Hot Work: Welding _____ Cutting _____ Grinding _____ Other _____		
Confined Space Permit Required: YES __ NO __	Lockout/Tagout Required: Yes __ No __	Fire Watch to remain _____ Minutes and check after work stops
Results of Atmospheric testing: N/A _____ % LEL _____ % Oxygen _____		Ventilation Required: Yes _____ No _____ Type _____

Fire Watch

- I/we understand that the prevention and control of fire on this job is my responsibility.
- I/we understand that I/we have the authority to stop this job at any time I/we have concerns about safety.
- Firefighting and emergency equipment necessary for this job is present, in good working order.
- Fixed fire protection has been checked and is in working order.
- Any smoke or heat detectors in the work area have been disabled by Power Plant by calling 518-442-3444.
- The means to sound an alarm in the event of a fire is known to me/us.
- I/we know that I/we are to remain on watch for at least 30 minutes after work stops and must check the work area.

Hot Work Supervisor/Permit Authorizing Individual:

- Alternatives to hot work have been fully explored.
- Hot work operators are qualified and certified as to competence.
- Hazards and controls are known and understood by hot work operators.
- All equipment being used is safe for use and in good working order.
- I have discussed the job and the permit with the hot work operators and the fire watch and all individuals understand their responsibilities and their critical role in fire prevention.
- If problems, hazards or concerns occur or if the job changes or if conditions in the area change, stop work and call me at _____.
- I have inspected the work area and the preparations made by the hot work operators and I believe that the work area is safe for hot work operations as specified in this permit.

HOT WORK TEAM

- I/we are trained and qualified to do this work.
- All equipment being used is safe and in good working order.
- PPE for all workers and observers is on hand and will be utilized.
- I/we are wearing and will utilize clothing and PPE for fire resistant/retardant material suitable for work.
- All combustibles within 35 feet have been removed, covered, or protected.
- Floors and area has been cleaned and swept of debris.
- All wall, floor openings and ducts in area of work are covered.
- The potential for heat transfer to other floors, spaces, and materials has been examined and protected against.
- I/we fully understand the risks of hot work operations and will adhere to this permit and stop work and contact our supervisor in the event of any problems or if I am a contractor, I will call my campus contact.
- An appropriate fire extinguisher is on site (2A; 10-B:C minimum) not to be substituted by a building or room extinguisher.
- Power Plant notified of hot work permit location at 518-442-3444.

Signature: _____

Date: _____

To be checked after the work is complete (Supervisor or Permit Authorizing Individual to sign)

- Smoke/Heat Detectors back in service and notification of work completed by calling Power Plant at 518-442-3444.
- The area must be restored to its prior condition with all debris, scraps, etc. removed from site
- Flame retardant covers, guards and other hot work materials have been put away.
- The area has been inspected by the fire watch and is satisfactory. Sign: _____
- The permit has been returned to Customer Service Office in Humanities Building room 0043 or your SUNY Albany contact.
- For Contractors call your SUNY Albany Project Manager to confirm that all hot work is completed.
- Any problems encountered must be explained on the reverse side of this page.

Signature: _____

Date: _____

IN THE EVENT OF FIRE, PULL THE BUILDING FIRE ALARM AND IMMEDIATELY CALL 911 OR POWER PLANT AT 518-442-3444

THIS PERMIT IS PART OF THE UNIVERSITY'S HOT WORK POLICY. [HTTP://WWW.ALBANY.EDU/EHS/POLICY.SHTML](http://www.albany.edu/ehs/policy.shtml)

