
HOT WORK PERMIT REQUEST

This hot work permit is required for any temporary operation involving open flames or heat and/or sparks in areas of the College, both indoors and outdoors. This includes but is not limited to: brazing, cutting, grinding, soldering, thawing pipe, torch applied roofing, and welding.

Authorization: (Print Clearly)

This permit will authorize _____ of _____
Name *Company/Contractor or Dept./Division*

Primary Contact #

Secondary Contact #

Building or Area: _____
Please Be Specific

Start Date

Time

End Date

Time

Project: _____ Work Order #: _____

Type of Hot Work:

Arc Welding Brazing Cutting Torch Applied Roofing Other Grinding Soldering Torching

Notifications: Facilities and Operations Notified Public Safety Notified

Safety Precautions: Appropriate Fire Extinguisher On Site Fire Watch implemented For 30 Minutes After End of Job

Employees Performing Work: _____

IN EMERGENCY CALL 502-2911(x2911) Or 911

Approval:

Comments:

Approved (Signature): _____ Print Name: _____

Except in cases of Emergency, this request is to be sent or delivered to the Facilities and Operations office at least 24 hours (1 working day) prior to the start time. Permits will be available for pick up between 8:00 AM and 5:00 PM Monday through Friday.

Once request form is filled out, please deliver to Facilities and Operations office at Centennial Campus (Room# B-229) for processing.

Approved request forms MUST be posted on job site while hot work is being performed.

See the next page for instructions

INSTRUCTIONS

Instructions on Completing the Application for Hot Work Permit

- » **Name:** List the name of the individual or individuals whom Pikes Peak State has authorized to do the work.
- » **Company:** List the company or Department that Pikes Peak State has authorized to perform the work.
- » **Building:** or area List specific building name, room & floor number to easily locate the worksite. List multiple floors or areas if applicable.
- » **Start Date/Time:** List the date and time these activities will begin.
- » **End Date/Time:** List the date and time the activity will cease.
- » **Project:** List the project name.
- » **Work Order Number:** List the Facilities Service Request work order number, if applicable.
- » **Type of Hot Work:** Specify type of work to be performed by location.
- » **Safety Precautions:** Check boxes that apply.
- » **Employee Performing Work:** Only the employee performing the work should be listed on this line.

Approval section to be filled out either by the Director of Facilities Maintenance and Operations or Facilities Maintenance and Operations personnel authorized to approve hot work permits on his/her behalf.

The Director of Facilities and Operations or his/her delegate is responsible for providing the Public Safety office with copies of all Hot Work Permit Forms immediately upon their approval.

- » **Comments:** List any comments by the permit applicant / Facilities personnel which would be useful or clarifications.
- » **Area Approved By:** Approved Facilities and Operations personnel authorized to approve the project should sign on this line.

HOT WORK PERMIT CHECKLIST

Hot Work Permit Checklist

Yes No

- Cutting or welding permitted in an area that has been made fire safe.
- All movable fire hazards in the vicinity have been taken to a safe place.
- Guards used to contain the heat, sparks and slag if fire hazards cannot be removed.
- Heat shield used to protect combustibles when working in confined space, i.e. wall cavities.
- Floor or wall openings or cracks, open doorways and windows protected or closed.
- Fire extinguisher available for instant use.
- Fire watch in areas where other than a minor fire might develop such as around combustible material.
- Floors swept clean of combustible material for a radius of 35 feet.
- Combustible floors have been kept wet, covered with damp sand or protected by fire resistant shields.
- Welding/cutting done only in areas authorized by management. No welding/cutting in sprinkled building when sprinkler system is impaired or in presence of explosive atmosphere, or in area of storage of readily ignitable material.
- Dusts and conveyor systems that might carry sparks to distant combustibles protected or shutdown.
- Cutter/welder is trained in safe operation of equipment and the safe use of the process.
- Any on-site contractors advised about flammable material or hazardous conditions of which they may not be aware.
- Welding or cutting containers: Container thoroughly cleaned and ventilated; any pipe lines or connections to containers disconnected or blanked.
- PPE used as needed—e.g., eye protection, helmet, protective clothing, respirator, gloves.
- Warning sign posted to warn other workers of hot metal.
- Appropriate ventilation provided.
- When working in confined spaces a permit has been issued as per 1910.146.

For specific requirements refer to General Industry Standards 1910.146; 1910.252; .253; .254 and .272 and Construction Standards 1926.803; .350; .352 and .353.

Signature of Requestor: _____

Authorized Signature (Director of Facilities and Operations or delegate): _____