

HOT WORK PERMIT for:

A Hot Work Permit is required for any work on campus which involves cutting or welding with open flame torches. 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 _____ Permit Approval Date: _____
(Director of OFD)

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.**

Cc: Hot Work Permit Notification List