Hot Work Permit

Valid for 24 Hrs. and One Location

This permit is to be issued to an individual - not to a department or business.

Location/Building: ______________________ Specific Area: ______________________

Permit Issue Date: ____________ Requesting Person: ______________________

Company Represented: _____________________________________________

Hot Work Description: _____________________________________________

The hot work location has been inspected and the checklist has been completed. All precautions will be taken to prevent fire and fumes. Hot work may not commence until the permit has been completed, signed and Employee Safety & Health (ESH) notified. A separate permit must be issued for each hot work location. The permit is only valid for one day and one location, and must be kept on site during the hot work.

Signed: ______________________________________ (Person Authorizing Hot Work)

Signed: ______________________________________ (Person Performing Hot Work)

Signed: ______________________________________ (Person Performing Fire Watch)

Time Started: ____________ Time Ended: ____________

Requesting Person’s Phone #: ______________________

To notify ESH: 901-678-1625, 4671 or 1503 or esh@memphis.edu

A copy of the completed permit must be forwarded to ESH within 48 hours of completion of hot work.