

**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 \_\_\_\_\_ 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.**