

Hot Work Permit

THE UNIVERSITY OF
MEMPHIS

Employee Safety and Health

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 #: _____

Final Site Inspection: The hot work area has been monitored for at least 30 minutes after completion of Hot Work and has been determined to be free of fire hazards. **The Fire Watch signature below indicates the termination of this hot work permit, and verifies that UM Electronics Shop personnel have been contacted to reset fire alarm panel(s).**

Fire Watch Signature: _____

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



Attention!

The following precautions are designed to ensure safety and prevent fires

Circle "yes" or "no" for each item below:

- Has UM Electronics Shop been contacted to avoid accidental activation of fire alarms? Yes No
- Has Hot Work area been inspected by all signors? Yes No
- Is the hot work area fully sprinklered? Yes No
- Will Hot Work create fumes and/or smoke? Yes No
- Does the area have adequate ventilation? Yes No
- Will forced air ventilation be used? Yes No
- Will the area be considered a confined space? Yes No
- Are combustibles kept 35 feet from hot work? Yes No
- Are combustibles that cannot be moved 35 feet away covered with FR rated materials? Yes No
- Wall and floor openings within 35 feet covered? Yes No
- Are the floors clean and free of combustibles? Yes No
- Workers wearing appropriate PPE? Yes No
- The job will be confined to the area as described on the permit? Yes No
- If area remains accessible to passers-by, has appropriate warning signage been posted? Yes No
- All Hot Work equipment has been inspected and determined to be in acceptable condition? Yes No
- Minimum of 2A:20BC extinguisher is on site and within 30 feet of the hot work site? Yes No
- Has Fire Watch been trained in Fire Ext. use? Yes No
- The Fire Watch will be present during Hot Work? Yes No
- Fire Watch will be present for 30 minutes following completion of hot work? Yes No

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