

Procedure for Contractor Hot Work Permits

Policy: A Hot Work Permit is required whenever a contractor or UA Employee is performing hot work within 35 feet of an existing occupied UA facility. Hot work is defined as any temporary operation, scheduled or emergency, indoor or outdoor, involving open flames or producing heat and/or sparks. Examples of hot work include torch cutting, welding, soldering, brazing, grinding.

A minimum of three (3) working days prior to performing hot work, the Contractor shall:

1. Obtain the Hot Work Permit form from UAF DDC Project Team
2. Contractor performing work is to complete the permit, not necessarily the general contractor. However, the general contractor shall be responsible for submitting all permits to UAF for approval.
3. A permit is required for each different building being worked in and for each different scope of work. For example, Glaziers may need a permit for stud welding in Bunnell, plumbers for soldering in Schaible, and carpenters for grinding in Duckering.
4. Complete the HOT WORK CHECKLIST
5. Submit any outage notices for Fire Alarm or Sprinkler a minimum of 4 days prior to outage. The UAF DDC Project Team shall gain approval for the outages from the UAF Fire Marshal and FS Director of Maintenance prior to the outage. The outage will be posted in the building affected. Do not perform hot work in existing facilities without having the UAF Project Team disable the smoke detection/suppression system, if applicable.
6. Submit completed HOT WORK PERMIT to UAF DDC Project Team.
7. DDC Project Team will assign a permit number and then email the completed forms to the UAF Fire Marshal. The permit number shall be the project number followed by a sequential number of -001, -002, etc. A log shall be maintained on a project by project basis, by the project team.
8. UAF Fire Marshal will sign the permit authorizing the work or authorize the UAF DDC Project Manager to sign the permit. A copy of the permit will be scanned into the project folder and emailed back out to the Fire Marshal, General Contractor, and UAF DDC Project Team.
9. Contractor to create the WARNING signs needed for any and all areas and post prior to work beginning.
10. On the first day and each day thereafter that the particular scope of the permit will be performed within the required 35 feet of an existing building, the foreman or worker for the company performing the work shall call the University Emergency Communications Center at 474-7721 and activate the permit.
11. University Fire/Police Dispatch shall take down the permit number, name of person calling, and name of fire watch.
12. Workers and Fire Watch shall adhere to the checklist at all times. The General Safety Officer shall monitor the work.
13. All hot work will be stopped 30 minutes prior to the end of the shift or the fire watch will remain on site 30 minutes after the work is completed. The fire watch shall immediately check the area for heat spread or possible ignition sources. The General Safety Officer may be designated as the fire watch after normal working hours.

14. At the end of the shift or fire watch and/or after 30 minutes after the end of the hot work, the fire watch or general contractor safety officer shall record his findings and ensure no danger is present.
15. Once complete, the fire watch and/or the general contractor safety officer shall sign off on the daily report and call the University Emergency Communications Center at 474-7721 to deactivate the permit.
16. Once all work authorized for the permit is complete, the permit shall be deactivated and not re-used on subsequent scopes of work or projects.