



## Sonoma State University – Hot Work Permit

This permit is required for temporary operations involving ignition source producing activities i.e. open flames, or producing heat and/or sparks. This includes welding, cutting, brazing, grinding, soldering, or using a torch to thaw piping or heat material. The permit applies only to this job, in the area specified, during the time and date noted.

**NOTE: ALL UNINTENDED FIRES MUST BE REPORTED TO UNIVERSITY POLICE EVEN IF EXTINGUISHED. Call (707)664-4444 for non-emergencies, EMERGENCIES – 911**

<p><b><u>Instructions and Hot Work Information:</u></b></p> <p>Permit Authorizing Individual (PAI):</p> <ol style="list-style-type: none"> <li>1. Complete <b>Precaution and Safeguard Checklist</b> at right.</li> <li>2. Complete this permit form and issue to the person performing hot work procedure.</li> <li>3. Verify fire watch.</li> <li>4. Send completed form to EHS</li> </ol>	<p><b><u>Precaution and Safeguard Checklist:</u></b></p> <p><b>General</b></p> <p><input type="checkbox"/> Fire extinguisher – 10-lb ABC minimum, or water hose available. Water extinguisher in addition to ABC extinguisher is acceptable.</p> <p><input type="checkbox"/> Hot work equipment in good repair.</p> <p><b>Requirements within 35 ft. of Hot Work Area:</b></p> <p><input type="checkbox"/> Flammable liquids removed from area</p> <p><input type="checkbox"/> Combustible material removed from area or covered with welding blankets or equivalent.</p> <p><input type="checkbox"/> Floors swept and overhead structure cleaned of dust, lint and debris.</p> <p><input type="checkbox"/> Welding blankets, curtains, and/or pads provided as needed.</p> <p><input type="checkbox"/> All floor and wall openings covered and or protected.</p> <p><input type="checkbox"/> Walls/ceilings: remove combustibles away from opposite side or adjacent structures.</p> <p><b>Outside Hot Work Locations:</b></p> <p><input type="checkbox"/> Wind &lt;10 Miles per hour. NOTE: Work prohibited when wind is &gt;10 Miles per hour.</p> <p><input type="checkbox"/> Dry grass/brush mowed, wetted, and covered when within 35 feet of area.</p> <p><input type="checkbox"/> Flammable liquids moved at least 35 feet from area</p> <p><input type="checkbox"/> Combustible material, other than dry grass/brush, moved at least 35 feet from area or covered with welding blankets or equivalent.</p> <p><b>Fire watch:</b></p> <p><input type="checkbox"/> Trained and equipped Fire Watch provided during operations and at least 30 minutes after.</p> <p><b>Hot Work on equipment in confined or enclosed spaces: SEE EHS</b></p> <p><b>NOTES:</b> _____</p>
<p>Hot work performed by:</p> <p><input type="checkbox"/> University Employee: _____</p> <p><input type="checkbox"/> Contractor: _____</p> <p><i>By signing above Contractor acknowledges and agrees to requirements of Hot Work Permit.</i></p>	
<p>Facilities Work Order #: _____</p>	
<p>Location (Bldg/Room#): _____</p>	
<p>Work Description:</p>	
<p>Person performing work/dept.:</p>	
<p><b>Permit Authorizing Individual (PAI):</b>  <i>I have verified that the above location has been inspected and the required precautions and safeguards have been taken. Permission is authorized only for the work described above.</i></p> <p>Signature: _____</p> <p>Date: _____ Time: _____</p>	
<p><b>Fire Watch Personnel:</b></p> <p>Name(s): _____</p>	
<p>Permit Expires: Date _____ Time _____</p>	
<p>Work Complete: Date _____ Time _____</p>	
<p>Hot Work Personnel Signature: _____</p>	<p>Final Check: Date _____ Time _____</p> <p>PAI Signature: _____</p>