VERONA BOE Hot Work Permit

Before initiating hot work, can this job be avoided? Is there a safer way?

This Hot Work permit is required for any temporary operation that involves open flames or produces heat and/or sparks. This includes but is not limited to: Brazing, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing and Welding. Other than emergency situations, **Hot Work requests should be submitted 72 hours in advance**.

Instructions:

1. Verify precautions listed below or do not proceed with work.
2. Complete this permit and issue to person(s) performing the work.
3. Retain this copy in the project file, post page 2 at jobsite, scan and e-mail signed copy to: facilities@veronaschools.org
4. Other than emergency situations, **Hot Work requests should be submitted 72 hours in advance.**

Permit #:	Date of Work:	Shift: ☐ Reg. Hours ☐Off Hours
Work Order#:	Location (BLGD/RM):	☐Inside ☐Outside
Description of Work or Condition:		
Name of person(s) doing work:		
Project Manager:		
Worker Affiliation(s): ☐Verona Personnel ☐Contractor ☐Other (Specify):		
Company Name (if applicable):		
Name of fire watch person(s):		
I verify that the above location has been examined and that the precautions below have been properly checked and planned for in order to minimize the chance of fire.		
Supervisor's Name:	Signature:	
Duration (in hours):	Start Time:	Stop Time:

Hot Work Permits may not be authorized for more than one shift!

Yes	No	N/A	Item
			Reasonable precautions will be taken to ensure that any welding, roofing, or other fumes and odors will not be distributed by the building HVAC system?
			Hoses or fire extinguishers are available in good condition?
			Hot work equipment is in good condition?
			All flammable liquids, dust, lint, and oily deposits within 35 ft. will be removed?
			Will an explosive atmosphere test be conducted and/or eliminated? Test results:
			The work surfaces will be cleaned of grease, paint, etc.?
			Combustible flooring will be wet down or covered with damp sand or fire resistant sheets?
			Surface areas below the work area will be protected?
			All access ways below the work area will be barricaded?
			UV shields and other PPE will be available and in place?
			Enclosed equipment will be cleansed of all combustibles?
			All containers will be purged of flammable liquids and vapors?
			Fire watch will be provided during and 60 minutes after work, including during all breaks?
			Fire watch will be provided with suitable fire extinguishing devices?
			Fire watch personnel are trained in use of fire extinguishing devices and in sounding any alarm(s) or other emergency communications?
			Additional fire watch personnel will be assigned to adjoining areas, above and below?
			Mobile communication devices are readily available (radio or mobile phone)?
			Local detector(s) will be covered prior to beginning work?
			Local detector(s) will be uncovered after completion?
			Public Safety will be informed of the work and location prior to and after completion?
Fire Watch:			☐Local ☐ Whole building

WARNING!

HOT WORK IN PROGRESS

WATCH FOR FIRE!

In Case of Emergency:	
Contact #1:	Phone Number:
Contact #2:	Phone Number:
Contact #3:	Phone Number:

WARNING!

Fire Watch/Monitor Record

Checked by (initials):	Date	Time	Checked by (initials):	Date	Time