

HOT WORK PERMIT – STANDARD OPERATING PROCEDURES

PURPOSE

* To establish a uniform understanding of the standard operating procedures for the issuance of HOT WORK PERMITS for work being performed in University properties.

ALL hot work permit requests shall be called in or faxed in to the Public Safety Emergency Services - Fire Prevention Office. The requestor must understand that all permit requests for scheduled work must be submitted and/or requested **three full working days** in advance of the anticipated day the work will be performed. The requester must provide a name and a call back number on called in or faxed in requests so the Fire Inspector can make contact with the requester.

In situations where an EMERGENCY ONLY repair is needed and where a hot work permit is required, requests may be called without advanced notice and will be handled by the fire inspector assigned to the fire prevention car and will be responded on in a diligent manner

The Fire Inspector will obtain all pertinent information necessary for accurately completing the permit to be issued. This may be done over the phone when the requestor calls or in the field when the inspector arrives at the job site to inspect it.

All permit requests require an on site inspection to review. During the inspection the Fire Inspector shall determine if the work being performed will generate enough smoke to cause activation of the building fire alarm system smoke/duct/beam detectors located in the area where the work is to be performed. Any detector identified by the inspector as being a potential problem that may cause and unnecessary fire alarm activation is to be temporarily disabled by being programmed out (disabled) at the fire alarm panel for the building by the inspector.

When any detector is disabled to accommodate issuance of a hot work permit the Inspector must record in the comments section of the permit the map-net address of each device he or she has disabled.

The inspector is to confer with Emergency Service on call Protection Systems Technician on any device that needs to be disabled which they are unable to identify by its map-net address. Fire alarm drawings may need to be reviewed at this time. If the on call Technician cannot be contacted the Emergency Service Protection Systems Supervisor may be contacted.

Once the work area has been determined safe and fire alarm devices disabled the original permit may be issued.

The original permit shall be posted by the requestor at the job site and a copy of the permit shall either be electronically filed or hard copy filed and placed in the appropriate building file folder in the fire prevention office.

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The fire inspector shall immediately report any detector(s) that he or she has disabled to the Emergency Service on call Protection Systems Technician. If the on call Technician cannot be contacted the information can be passed to the Emergency Service Protection Systems Supervisor.

The Fire Inspector is responsible to follow-up to assure the detector(s) are re-enabled or restored to working status.

If it becomes necessary that a daily schedule of detector outages be implemented the Fire Inspector shall make sure the permit has the proper requestor's name and call back number. In addition gather such information as the time(s), date(s), building and room #(s) the requestor plans to be working in. They shall also inform requestor that when it is necessary to schedule repeat outages that a copy of the permit will be forwarded by them to the Emergency Service Protection Systems Unit for the disabling of devices and that the Protection Systems Unit will contact them daily to inform them when they may proceed with their work. The requestor shall also be informed that devices cannot be disabled any earlier than 7:30am.

The Fire Inspector shall communicate this need to the Emergency Service on call Protection Systems Technician who will in turn be responsible to make the necessary arrangements to continue the scheduled outages until completion of the job by creating a standing work order. The standing work order shall match the dates from the issued hot work permit for disabling of devices. The Technician shall post this work order on the day it has been scheduled.

To assure accuracy of scheduled device outages the Emergency Service Protection Systems Technician shall report this created work order to the Protection Systems Supervisor who will contact the Fire Inspector that this request has been received and has been scheduled.

Permits authorized by Facilities Management Shop Supervisors:

It is the responsibility of the supervisor issuing the permit to assure that there are no smoke detectors located in the work area that may cause an accidental alarm as a result of the work being performed. At no time shall bagging of smoke detectors be the alternate source to having these detectors disabled. When in doubt the work should be scheduled (three days in advance) with the fire prevention office and the permit issued by a fire inspector.

Unless advanced notice is given and the fire inspector has an opportunity to inspect the work site the facilities shop supervisor issuing the permit assumes full responsibility for all accidental alarms that occur for permits which are completed and faxed to the Fire Prevention office which have been authorized by the shop supervisor.

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Special Use – Open Flame Permits: The fire prevention unit will consider all requests for issuance of “Special Use” open flame devices such as candles and sterno for temporary use on a case by case bases. As a rule we do not permit the use of burning candles in university properties for decorative or recreational use.

With the highest regard to life safety we suggest that any person seeking to achieve personal candle use for those purposes use electrical or battery operated devices to meet their needs. Anyone wanting to request a *Special Use – Open Flame Permit* will need to contact Fire Prevention at 556-4992 with a minimum of 3 business days notice.

Unsigned permits: Permits that do not bear an authorized signature in the block “*Permit Issued By*” and the signature of the person conducting the hot work are not valid and hot work may not be performed without a valid permit. Persons authorized to issue a hot work permit are any University Fire Inspector or UC Facilities Management Shop Supervisor that is responsible for the work being performed.

Authorized Supervisors:

East Campus: Dave Geis, Ron Kleimeyer, and Greg Wilson

Central Utility Plant: Ray Miller, Jim Balzer, and Bob Toney

G.R.I. & Center Hill: Jim Miller and Larry Powers

West Campus: Dan Richards, Lou Grieco, John Combs, Jim Setters, Charlie Jones,
Fred Weber, and Doug Dennis

Athletics Department: John Blythe

Residence Life: Roger Hausman, Bill Hendricks, Shawn O’Neill, Dennis Tenhundfeld,
Larry Drake, and John Lewis

C.A.S.: Gary Hildebrand and Jim Setters

Project Services: Bill Crone, Henry Peters, Steve Cross, and Ric Siegel

Clermont: Bob Chaney, Howard Holder, and Mick McLaughlin

Raymond Walters: Eugene Kramer, Doug Heilman, Bret Palmer, and Rob Hatmaker