

Creighton University Hot Work Permit

A hot work permit must be completed **48 hours** in advance of any work requiring heat or open flame to complete within a facility owned, leased or managed by Creighton University. The only exception to the 48 hour requirement is in emergency situations. Hot work procedures include welding, torch cutting, grinding, brazing, flame soldering, thawing of pipes with torches, and other work where there is potential for fire. If you are requesting this permit, you should be working from either a work order; university purchase order, departmental order or signed contract. Do not proceed with work if an order or contract has not been issued.

Requestor: (check 1) C.U. Employee ___ Contractor/ Vendor___

Name of Requestor: _____

Name of Company _____

Phone: _____ Pager: _____ Cell #: _____

Address (if external) _____

Description of Hot Work to be performed (be specific):

Location of work:

_____ Bldg

_____ Floor

_____ Room/Area

Start: Day: _____ Date: _____ Time: _____ AM PM

End: Day _____ Date: _____ Time: _____ AM PM

Pre- Inspected by Creighton University Facility Maintenance Superintendent Completes This Section (Mark all blocks "Yes" or "No")

- ___ Sprinklers and fire system is operational.
- ___ Floors and surfaces clean of combustibles.
- ___ Combustibles and flammable liquids protected with fire-proof tarp or removed.
- ___ Fireproof tarpaulins suspended beneath work to collect sparks and protect pedestrian.
- ___ For wall or ceiling work, combustibles moved away from opposite side.
- ___ For equipment work, equipment cleaned of all combustibles.
- ___ For equipment work, there is adequate air flow through equipment.
- ___ I have verified with Purchasing that a current certificate of insurance is on file for this vendor.
- ___ I have notified the operator to contact me immediately upon completion of this job.

A fire watch is required. (A fire watch is required by the University when the type of work or the work area indicates such a precaution would be prudent and reasonable to protect life and property from fire. All hot work operations must be conducted between the hours of 8:00 AM – 4:00 PM Weekdays. Any hot work outside of these times will require a manned fire watch. The fire watch person maintains vigilance, looking for the presence of fire or hazardous conditions within the hot work area. After the work is complete, the fire watch will re-inspect the area to make sure area is fire safe. Fire watch personnel should be trained in the use of ABC type fire extinguisher, familiar with the facility and/or equipment, know the procedure for sounding fire alarms, notifying building occupants in case of fire, and notifying Public Safety (**x2911**). If a fire should occur, the fire watch should attempt to extinguish or smother the fire using the extinguisher and/or fire tarp at the work site.)

I have personally examined the proposed hot work area and reviewed this request. I certify that the checked precautions have been taken or will be taken prior to the start of hot work for this job unless I have noted otherwise below. I will ensure that the work site operator has access to fire equipment and is aware of Creighton University safety protocol.

Comments: _____

Please, turn into Facilities Management Prior to any work. Phone: 280-2780