

University of Vermont Hot Work Checklist for PPD Staff

- **Hot Work that requires a permit at UVM:**
 - Welding, Grinding, Soldering, Brazing, Cutting, Torch-work
 - Any process using an open flame or producing heat or sparks

IS THERE ANOTHER WAY TO COMPLETE THIS JOB WITHOUT USING A HOT WORK PROCESS?

- **Where is a Hot Work Permit required at UVM?**
 - Inside, on or close to a building, roof, walls, and adjoining spaces

CAN YOU TAKE YOUR WORK TO A SAFE DISTANCE (35 ft) OUTSIDE OF THE BUILDING?

IF HOT WORK IS REQUIRED CONTINUE WITH THESE STEPS:

- **Call 656-2560 to request a Hot Work Permit**

Please provide your name, phone number, work order number and location for where you need the permit. Remember not to call until you are ready to do the work. A Life Safety Technician will come visit your work site and determine whether to issue a permit and if other precautions are needed before you begin.

- **Prepare your workspace:**
 - Remove and keep all combustible/flammable materials a safe, reasonable distance away from your work (Material within 35 ft)
 - Keep your area clean. Sweep the floors and remove any unnecessary material or objects away from your immediate work area.
 - Use a fire blanket, curtain or shield around your work and to protect walls, floors, ceilings and openings.
 - Shut down and/or cover any ducts, air intakes, etc. Provide ventilation by fan, window or other means.
 - Remove any liquid and purge vapors from any vessel or container. Isolate piping or other connected equipment, vessels or containers. Follow Lock-Out/Tag-Out Procedures.
 - Cover or have a UVM electrician disable smoke and/or heat detectors in the area. Cover any sprinkler heads close to your work with a welding glove or fire blanket.
 - Have an additional fire extinguisher dedicated to hot work. Do not rely on fire extinguishers located in the building.

- **Roof Work:**

Any Hot Work on a roof requires the contractor to have a charged garden hose at the location of the Hot Work and if that cannot be accomplished you will need a 2 ½ gallon loaded stream fire extinguisher. Tools should also be at the location so they can be used to open any portion of the roof if smoke/fire is present.

- **Providing Fire-Watch**
 - A dedicated fire-watch must be present when any hot work is being performed.
 - A fire-watch must be performed for 30/60 minutes after finishing any hot work. The Life Safety Technician will determine the length of the required fire-watch time. This 30/60-minute watch can be performed by yourself or the dedicated fire-watch person.
 - You must maintain the watch for at least 30/60 minutes after the work is completed.
 - **A one hour fire watch must be performed in any area where there is welding/grinding or if there is exposed combustible construction.**

- **Roof Work Fire-Watch & Monitoring:**
 - Any Hot Work on a roof requires fire-watch during the Hot Work and an hour fire-watch after.
 - There will also need to be an additional one hour of onsite monitoring.

- **The Person Assigned Fire-Watch:**
 - Should be able to view areas where sparks, slag or heat may land. If this is not possible, more than one fire-watch may be needed.
 - Needs to know how to use a fire extinguisher and be **ready to use it**.
 - Must be able to report an emergency (phone, radio, fire alarm pull station). Have two means of communication when possible.

Any questions or concerns should be addressed to the Life Safety Programs Office at 656-4341.

Thank you for your cooperation.