

**EIGHTH  
AVENUE  
PLACE**

**Hot Work Permit & Procedures**

Date: \_\_\_\_\_

The following procedures should be followed when performing hot work in the building (brazing, cutting, soldering or welding). All work must be coordinated and scheduled with your project manager.

1. All Hot Work permits will be filled out by staff completing work with the EAP Building Operator's authorization at least 48 hours prior to commencement of hot work.
2. A copy of this will be provided to EAP Security at time of completion of form by EAP Building Operators either by hard copy or soft copy through email.
3. Prior to the fire panel being placed in bypass and offline, the Hot work Permit must be activated by the approved staff or company completing the work at the time specified on the Hot Work Permit.
4. One hour prior to the end of Hot Work Permit the area will be reviewed by Security for completion and extended if necessary.
5. All contractors will need to contact EAP Security at the completion of work if prior to the end time of the Hot Work or at the end of the Hot Work Permit allowed time to have the fire panel placed back in normal operation.
6. At no time should any work be completed that could affect the Fire Panel without a Hot Work Permit being filled out and authorized by the EAP Building Operators.
7. All infractions occurring from this process need to be documented through an incident report detailing the specifics of who was involved, what company they worked for, where they were working and what they were doing.
8. Any violation of this procedure will constitute a fine of \$1,000.00.

Company: \_\_\_\_\_

Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Location: \_\_\_\_\_

Location: \_\_\_\_\_

Hours of Impairment: \_\_\_\_\_

Type of Work (please be very specific): \_\_\_\_\_

**Checklist:**

- Notify Hines Engineering to disable any life safety system prior to work.
- Sprinkler system is in service and operable.
- Fire extinguishers are available.
- Flammable liquids, dusts, lint, and oily deposits have been removed.
- An explosive atmosphere is not present. Containers are purged of flammable liquids or vapors.
- Combustible floors wet down, covered with damp sand or fire resistive sheeting.
- Other combustibles are removed or area protected with fire resistive materials.
- All wall or floor openings covered.
- Protect or shut down ducts and conveyors that may carry sparks to distant combustibles.
- Pressurized vessels, piping and equipment removed from service and vented.
- Fire watch will be provided during and for 3 hour after work is done. (Sign off \_\_\_\_\_)
- Fire watch area is supplied with suitable extinguishers, and/or hose stream.
- Fire watch personnel are trained in use of equipment and procedures.
- Fire watch may be required in adjoining areas, above and below.
- Notify Hines Engineering to re-enable systems prior to leaving work site.

I verify the proper precautions required on the above checklist for the work location stated have been followed to prevent damage by fire or use of hot work equipment. Please call Hines Engineering with any questions you may have, at 403.592.2868.

Contractor:

Security:

EAP Engineer:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Print Name:

\_\_\_\_\_  
Print Name: