### Appendix A

#### Pre-Hot Work Permit Checklist

<table>
<thead>
<tr>
<th>Task</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Has the Department Head for the area been notified that welding or cutting is about to begin in the area?</td>
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<tr>
<td>Has worksite been inspected to see how close combustible materials are to the work area?</td>
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<tr>
<td>Has the need for a &quot;fire watcher&quot; been determined (see Responsibility Section III, C, 9)?</td>
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<tr>
<td>Is the release of flammable vapors inside the building or upwind of the worksite unlikely?</td>
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<tr>
<td>Has the equipment on which Hot Work is to be performed been opened, blinded, vented, washed or otherwise cleaned and ventilated?</td>
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<tr>
<td>Have you followed the requirements for Hot Work within a Permit-Required Confined Space (refer to list of PRCS in SOP #20)?</td>
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**NOTE:** If you answer "no" to any of the above questions contact Public Safety at X-5330. If all answers are "yes" complete a Hot Work Permit for the job site.

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Signature_____________________________________________________  Date_____________

Supervisor
## Appendix B

### Hot Work Permit

<table>
<thead>
<tr>
<th>Date:</th>
<th>Location:</th>
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**Description of work:**

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**Check the Following Items When Complete**

**Precautions**
- Sprinklers in service
- Cutting and welding equipment in good repair

**Within 35 ft. of Work**
- Floors swept clean of combustibles
- Combustible floors wet down, covered with damp sand, metal or other shields
- No combustible material or flammable liquids
- Combustibles and flammable liquids protected with covers, guards or metal shields
- All wall and floor openings covered
- Covers suspended beneath work to collect sparks

**Work on Walls or Ceilings**
- Construction noncombustible and without combustible covering
- Combustibles moved away from opposite side of wall

**Work on Enclosed Equipment**
- (Tanks, containers, ducts, dust collectors, etc.)
  - Equipment cleaned of all combustibles
  - Containers purged of flammable vapors
  - Permit-required confined space entry procedure (SOP#20) followed

**Fire Watch**
- To be provided during and 30 minutes after operation
- Supplied with extinguisher and small hose
- Trained in use of equipment and in sounding fire alarm

The location where this work is to be done has been examined, necessary precautions taken, and permission is granted for this work.

**Signature________________________________________________**

**Supervisor**

**Time started: | Completed: | Expires:**
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</table>

**Final Check-Up**

Work area and all adjacent areas to which sparks and heat might have spread (including floors above and below and on opposite sides of walls) were inspected 30 minutes after the work was completed and were found fire safe.

**Signature________________________________________________**

**Supervisor or Fire Watcher**