

Pre-Entry Checklist

Lafayette College - Confined Space Entry Program

This checklist must be used prior to entering any confined space to determine if a confined space permit is required.

Date:	Time:	Location:
Purpose of Entry:		
Description of Work:		

Surrounding Area Evaluation

Questions	Yes	No
Did your evaluation of the surrounding area show it to be free of hazards such as drifting vapors from tanks, vehicles, motors, piping, or sewers?		
Does your knowledge of industrial or other discharges indicate this area is likely to remain free of dangerous air contaminants while occupied?		
Have you been trained in the operation of the gas monitor being used?		
Has the gas monitor been calibrated according to the manufacturer's requirements (within the last year)?		

Atmospheric Monitoring

(record initial monitoring results prior to entry)

Hazard	Initial Reading	Acceptable Yes	Acceptable No
Oxygen (Acceptable: 19.5% - 23.5%)			
LEL (Acceptable <10%)			
CO (Acceptable <35 ppm)			
H₂S (Acceptable <10 ppm)			

Confined Space Work Evaluation (complete prior to entry)

Questions	N/A	True	False
Atmospheric conditions are within acceptable limits of the above hazards.			
Organic solvents will not be used in the work procedure.			
Open flame torches will not be used in the work procedure.			
Entrants will not be exposed to the seepage of gas.			
The work being performed in the confined space will not create a hazardous atmosphere or condition.			
All hazards have been isolated (electrical, piping, mechanical, duct work, hydraulic, pneumatic).			
A hot work permit is not necessary.			
The entrant has a two-way radio.			
The authorized entrant has been instructed on rescue/emergency procedures.			

If any part of this checklist is left blank, answered **no or false**, or there is reason to believe that the conditions may change adversely, **do not enter** and contact your supervisor for further instruction.

If all questions are answered yes or true and there is reason to believe conditions may not change adversely, sign below, maintain this checklist at the job site and enter the confined space.

Signature of Individual Authorizing Entry

Date

***Each department must maintain copies of completed entry forms for at least 2 years.**

EMERGENCY PROCEDURES: Do not enter the space. Contact Public Safety by two-way radio or call 610-330-4444

Confined Space Entry Permit

Lafayette College - Confined Space Entry Program

Date:	Time:	Location:
Purpose of Entry:		
Description of Work:		
Description of Space:		
Entrants	Attendants	Contractor Name

Ventilate Confined Space

Is continuous mechanical ventilation operating within the space?	N/A	Yes	No
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Test Atmosphere Prior to Entry

Hazard	Initial Reading	Acceptable Yes	Acceptable No
Oxygen (Acceptable: 19.5% - 23.5%)			
LEL (Acceptable <10%)			
CO (Acceptable <35 ppm)			
H₂S (Acceptable <10 ppm)			

Identify Hazards in the Space (circle all that apply)

Flammable Irritant Solid Corrosive Dust Liquid Toxic Asbestos Gas
Other:

Isolate Hazards (do not enter to perform)

Hazard Type	N/A	Yes	No
Electrical (lockout/tagout)			
Piping (lockout/tagout, blinded, block & bleed)			
Pneumatic (lockout/tagout, disconnect, lockout & bleed)			
Mechanical (block linkage, disconnect linkage)			
Duct work (lockout/tagout, disconnect ducts, lock dampers)			
Hydraulic (lockout/tagout, disconnect lines, bleed)			
Vehicular (railing/cones installed around manhole)			

Confined Space Entry Permit

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Questions	Yes	No
Are you trained in the operation of the gas monitor being used?		
Has the gas monitoring instrument been calibrated as recommended by the manufacturer (once/year)?		
Did you test the atmosphere of the confined space prior to entry?		
Will the atmosphere be continuously monitored while the space is occupied?		
Did you determine if a Hot Work Permit is necessary? If so, did you obtain a Hot Work Permit?		
Does the attendant have a two-way radio?		
Did you instruct the authorized entrant on the emergency procedures?		

If any part of this permit is left blank, answered no, or there is reason to believe that conditions may change adversely, do not enter.

If all parts of this permit are complete and answered yes and there is reason to believe conditions may not change adversely, sign below, maintain permit at job site. Entry shall not occur until these procedures have been reviewed, approved, and signed by the individuals listed below.

Signature of Individual Authorizing Entry

Date

Signature of EHS

Date

Signature of Supervisor

Date

***Each department must maintain copies of completed entry forms for at least 2 years.**

POST COMPLETED PERMIT AT JOBSITE (permit is valid for only one shift)

EMERGENCY PROCEDURES: Do not enter the space. Contact Public Safety by two-way radio or call 610-330-4444.

Permit-Required Confined Spaces

These spaces may be reclassified as non-permitted spaces after successful completion of our Pre-Entry Checklist.

Campus-Wide

1-50	Sewer Manholes (approx. 50)
50-100	Steam Manholes (approx. 50)
101-137	Electric Manholes (37)
138-172	Telephone Manholes (35)
173-198	Heating, Venting, and Air Conditioning (HVAC) Systems

Steam Plant

199	Fuel Oil Tank
200	Boiler #2 (includes firebox & steam drum)
201	Boiler #3 (includes firebox & steam drum)
202	Boiler #5 (includes firebox & steam drum)
203	Boiler #6 (includes firebox & steam drum)
204	DA Tank
205	Condensate Tank

Other Campus-Wide

206	Simon Center Manhole 19 (west)
207	Simon Center Sewer Pit (east)
208	Pardee Manhole
209	Williams Art Center Manhole
210	Farber Hall Tunnel
211	Farber Hall Elevator Shaft
212	Keefe Hall Sewer Manhole
213	Fisher Field Pit (water main shutoff)
214	Hugel Hall Neutralization Pit
215	Metzger Fields Well Pit
216	Colton Chapel - Dan O'Neil Plaza Manhole (water for fountain)