

# NJIT Hot Work Permit

**Public Safety**  
**Yes No**

Before initiating hot work, can this job be avoided? Is there a safer way?

This Hot Work permit is required for any temporary operation that involves open flames or produces heat and/or sparks. This includes but is not limited to: Brazing, Grinding, Soldering, Thawing Pipe, Torch Applied Roofing and Welding. Other than emergency situations, **Hot Work requests should be submitted 72 hours in advance.**

**Instructions:**

1. Verify precautions listed below or do not proceed with work.
2. Complete this permit and issue to person(s) performing the work.
3. Retain this copy in the project file, post page 2 at jobsite, scan and e-mail signed copy to: [firesafety@njit.edu](mailto:firesafety@njit.edu)
4. Other than emergency situations, **Hot Work requests should be submitted 72 hours in advance.**

Permit #:	Date of Work:	Shift: <input type="checkbox"/> Reg. Hours <input type="checkbox"/> Off Hours
Work Order#:	Location of Work (Building/Room):	<input type="checkbox"/> Inside <input type="checkbox"/> Outside
Description of Work or Condition:		
Name of person(s) doing work:		
NJIT Project Manager:		
Worker Affiliation(s): <input type="checkbox"/> NJIT Personnel <input type="checkbox"/> Contractor <input type="checkbox"/> Other (Specify):		
Company Name (if applicable):		
Name of fire watch person(s):		
I verify that the above location has been examined and that the precautions below have been properly checked and planned for in order to minimize the chance of fire.		
Supervisor's Name:		Signature:
Duration (in hours):	Start Time:	Stop Time:

**Hot Work Permits may not be authorized for more than one shift!**

Yes	No	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Reasonable precautions will be taken to ensure that any welding, roofing, or other fumes and odors will not be distributed by the building HVAC system?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hoses or fire extinguishers are available in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hot work equipment is in good condition?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All flammable liquids, dust, lint, and oily deposits within 35 ft. will be removed?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Will an explosive atmosphere test be conducted and/or eliminated? Test results:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The work surfaces will be cleaned of grease, paint, etc.?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Combustible flooring will be wet down or covered with damp sand or fire resistant sheets?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Surface areas below the work area will be protected?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All access ways below the work area will be barricaded?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	UV shields and other PPE will be available and in place?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Enclosed equipment will be cleansed of all combustibles?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All containers will be purged of flammable liquids and vapors?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire watch will be provided during and 60 minutes after work, including during all breaks?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire watch will be provided with suitable fire extinguishing devices?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Fire watch personnel are trained in use of fire extinguishing devices and in sounding any alarm(s) or other emergency communications?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional fire watch personnel will be assigned to adjoining areas, above and below?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mobile communication devices are readily available (radio or mobile phone)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local detector(s) will be covered prior to beginning work?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Local detector(s) will be uncovered after completion?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Public Safety will be informed of the work and location prior to and after completion?
<b>Fire Watch:</b>			<input type="checkbox"/> Local <input type="checkbox"/> Whole building

