

WHAT IS A HOT WORK PERMIT?

PURPOSE

The Hot Work Permit system is intended to assure that the individuals involved in construction, renovation, repairs and maintenance of University facilities are aware of the hazards associated with hot work and welding and that they implement control measures to help mitigate them.

The Hot Work Permit is the means by which the departments of Facilities Management, Facilities Planning and Construction, and the department of Environmental Health & Safety & Risk Management Services will be able to keep track of construction activities that involve hot work, and that these activities are being conducted safely.

The hot work permit also provides a step-by-step check list for hot work fire safety and serves as a reminder to contractors of their fire prevention responsibilities before, during, and after any hot work is conducted.

SCOPE

All operations in buildings/facilities owned or maintained by the University, which are occupied during a significant renovation, repair or maintenance activity. (Occupied is defined as “the presence of one or more persons”)

DEFINITION

Hot Work is defined as cutting, welding, soldering and brazing operations for construction/demolition /maintenance/repair activities that involve the use of portable gas or arc welding equipment. The use of these types of equipment for cutting and welding can introduce significant fire hazards into University buildings.

GUIDELINES

How Does the Hot Work Permit System Work?

Before a contractor or FIU Maintenance employee can perform Hot Work in an occupied building at FIU, they will be required to obtain a valid Hot Work Permit. In order to obtain a Hot Work Permit, contractors must coordinate with their project manager to meet with the Fire Prevention Officer at the Department of Environmental Health & Safety & Risk Management Services, CSC 162. University employees may contact the Department of Environmental Health & Safety directly in order to complete an application.

The Fire Prevention Officer will issue the permit to the contractor or supervisor of the maintenance department. The permit will be valid for a specified time period. The contractor or employee may then perform the hot work, following the precautions

outlined on the permit. After the Hot Work is completed, the contractor turns the permit over to their FIU Construction Project Manager and Facilities Management returns their expired permit to the Department of Environmental Health & Safety.

When is a Hot Work Permit Necessary?

Hot Work Permits are needed for all cutting, welding, soldering and brazing activities, in occupied buildings, that are conducted with portable gas or arc equipment on Florida International University construction, maintenance, repair or renovation projects.

Where is a Hot Work Permit Necessary?

Hot Work Permits are needed for each building where Hot Work will be performed (utility tunnels are considered to be separate buildings). For example, if one contractor is performing work at several different buildings for one project, a permit is necessary for each building.

Who Needs Hot Work Permits?

Hot Work Permits are needed for each and every contractor or sub-contractor/trades or University building maintenance employee performing Hot Work in an occupied building. *For example, if there are three different sub-contractors/trades performing Hot Work on one project, each sub-contractor/trade is responsible for obtaining a permit for their own work.*

Who Issues The Hot Work Permit?

The FIU Fire Prevention Officer (FPO), at the Department of Environmental Health & Safety & Risk Management Services issues Hot Work Permits:

1. Contractors must coordinate appointments through their construction project managers.
2. University building maintenance employees may schedule appointments at any time they need to consult with the FPO. *(One month special permits may also be issued in the first week of each month, at the discretion of the FPO.)*

How Long Is A Hot Work Permit Valid?

The duration of a Hot Work Permit depends upon the type of project (new or existing construction) and the type of the Hot Work to be performed. The FPO will use the following guidelines to determine the time limit for each permit issued.

NOTE – **These are guidelines only:**

- FIU Building Maintenance departments will be issued permits on 28-day intervals.
- Contractors involved in renovation and/remodeling of existing occupied buildings, titled to the University, will be issued permits valid for 7-days only.

Should The Hot Work Permit Be Posted?

Hot Work Permits do not need to be posted at the job site but should be accessible and available upon request by the FPO or any authorized representative of the University.

Who Checks To See If the Hot Work Requirements Are Met?

The contractor or sub-contractor/trade performing Hot Work is ultimately responsible for conducting their Hot Work activities in a sound, fire-safe manner and following the precautions outlined on the Hot Work permit. However the FPO or the designated FIU Construction Project Manager may periodically check the work and job site to verify that the contractor is carrying out the requirements of the Hot Work permit. FIU maintenance supervisors are responsible to verify that work is being carried out as prescribed on the permit.

After the Hot Work Complete ... Then What?

Once a Hot Work permit has been filled or when the Hot Work has been completed, the contractor shall return the completed Hot Work permit to the FIU Construction Project Manager for the project; FIU supervisors for building maintenances shall return their permit at the time of renewal of their new permit for the upcoming 28 day period.

[Click here to print copy: Hot Work Permit/Welding Permit Application](#)

For more information regarding this guide, contact the Department of Environmental Health and Safety at 2621.