

# Appendix A

## Single Work Shift Hot Work Permit

Date of Hot Work: \_\_\_\_/\_\_\_\_/\_\_\_\_

Notified Durham Fire Department

Hot work to be performed by UNH Employee  Contractor

Building/Location \_\_\_\_\_

Floor/Department \_\_\_\_\_

Name of Hot Work Operator & Title \_\_\_\_\_

Estimated Start Time \_\_\_\_:\_\_\_\_ am/pm Estimated Time of Completion \_\_\_\_:\_\_\_\_ am/pm

Work to be accomplished \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\*Exhaust all alternatives before disabling the fire detection system. If a portion of the fire detection system must be disabled contact the Facilities Support Center (862-1437) prior to beginning and at the end of this project to facilitate shut down. Check if applicable: Fire alarm shutdown required

**In case of emergency on campus, call 911.**

**Off campus, 911 or use alarm box located at \_\_\_\_\_**

### **IMPORTANT**

I verify that the precautions listed on the reverse side have been completed, therefore, permission is granted for this work.

\_\_\_\_\_  
Signature of UNH Supervisor/UNH Project Manager

\_\_\_\_\_  
Title

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

\_\_\_\_\_  
Contact Phone Number

**On & Off Campus Emergency Phone**      **911**  
**Durham Fire Department**                    **862-1426**  
**Office of Environmental Health & Safety**   **862-4041**

### Prevent Fires

Check the applicable boxes:

#### General Fire Safety Precautions

- Durham Fire Department contacted prior to initiating project.
- Flame or spark-producing equipment has been inspected and found in good repair.
- Ample portable extinguishing equipment, i.e., as hand hose or extinguishers have been provided.
- Sprinklers are in commission and will not be taken out of service while work is being performed.

#### Within 35 feet of Work Area

- No combustible fibers, dusts, vapors, or gases of liquids in the area. Tanks and equipment previously containing such materials have been purged. Absence of gases or vapors has been verified by combustible gas detection instrument. If there is a possibility of a leak developing in nearby piping, equipment or tanks, the area will be continuously monitored.
- All floor and wall openings have been tightly covered.
- Surrounding floors have been swept clean, and if combustible, wet down (shock protection may be needed).
- All combustibles have been relocated to greater than 35 feet from the operation and remainder protected with metal guards or flame proofed curtains or covers (not ordinary tarpaulins).

#### Fire Watch

- Responsible personnel assigned to watch for dangerous sparks in work area, as well as floors above and below.
- Arrangements made for patrol or area, including floors above and below, during lunch or rest period, and minimum or one half hour after work has been completed.
- Work will be confined to the area specified on this permit.

#### Other Hazards

- Confined Space Entry required. (Refer to the UNH Confined Space Entry program for further procedures.) If permit-required, enter Confined Space ID #: \_\_\_\_\_
- Lockout/Tagout procedures required.

#### End of Hot Work or Work Shift

- Advise Durham Fire Department of project completion.
- Notify Facilities Service Center to reactive fire alarm system (where applicable)