

**UNIVERSITY OF NOTRE DAME
UTILITIES HOT WORK PROCEDURE FORM**

While the University of Notre Dame (UND) Utilities Department attempts to maintain a safe work environment for all persons, we cannot guarantee their safety without their cooperation. Before any hot work occurs on University Utilities Department Property the following procedures must be observed:

1. This procedure is applicable to any hot work performed in locations under the control of the Utilities Department, including but not limited to the Power Plant, Chiller Addition, Substation, Diesel Generator Facility, Well Houses or Steam Tunnel System. All other hot work shall be performed under the auspices of the Notre Dame Fire Department and their Hot Work policies and procedures.
2. A completed Utilities Hot Work Request and Permit Form Parts A and B must be filed with the Utilities Department prior to the start of work. Exceptions will only be made in cases of an emergency.
3. I hereby confirm that my Employer has on file with the Notre Dame Department of Risk Management and Safety a current University of Notre Dame Standard Insurance Requirements and Indemnification Agreement for Outside Contractors.
4. Parties requesting hot work permits must appear in person at the Utilities Department between 8:00 am and 5:00 pm, Monday thru Friday, to complete Part A of the Utilities Hot Work Request and Permit Form.
5. Failure to properly follow the Utility Hot Work Procedure prior to commencement of hot work may result in personal injuries (including death) and property damage. By performing hot work on the University of Notre Dame campus the undersigned party knowingly and voluntarily assumes all risk of injury, property damage and liability for any and all costs associated with any service interruption and restoration, as well as any claims, demands, actions, causes of actions, damage(s) expense, cost or judgment(s) arising out of personal injuries or property damage resulting from your hot work on Utilities Department property.
6. A Utilities Hot Work Reference Number will be assigned and given to the requesting party for reference. The Utilities Hot Work Request and Permit Form must also be granted by the Utilities Department personnel overseeing the work prior to commencement of hot work.
7. A copy of the signed Utilities Hot Work Request and Permit Form must be maintained at the hot work project site at all times and made available for inspection by any University personnel who requests to review said Form.
8. When a hot work project has been finished Part C of the Utilities Hot Work Request and Permit Form must be completed to properly close out the project and a copy provided to; Charles Farrell (Sr. Environmental Specialist), 100 Facilities Bldg., 631-9826.

FIRM: _____

NAME: _____

SIGNATURE: _____

DATE: _____

I hereby acknowledge that as a requestor of Utilities Department Hot Work Permits I have reviewed the University of Notre Dame Utilities Hot Work Procedure and fully understand and hereby agree to comply at all times with the above terms and conditions and all stated requirements written or communicated to me at any time by or on behalf of the University of Notre Dame du lac.

**THE UNIVERSITY OF NOTRE DAME
UTILITIES HOT WORK PERMIT
CHECKLIST FORM**

BEFORE THE WORK - *All* of the following precautions must be taken:

- Cutting and/or welding equipment must be thoroughly inspected and found to be in good repair, free of damage or defects.
- A multi-purpose dry chemical, portable fire extinguisher must be located such that it is immediately available to the work and is fully charged and ready for use.
- At least one fire alarm pull station or means of contacting the fire department (i.e. 2-way radio or phone) must be available and accessible to person(s) conducting the cutting/welding operation.
- Floor areas under and at least 35 feet around the cutting/welding operation must be clean of any and all combustible and flammable materials.
- All fueling activities and fuel storage must be located at least 35 feet away from the cutting/welding operation.

Where applicable, the following precautions will also be taken before the work begins:

- Fire-resistant shields (fire retardant plywood, flameproof tarpaulin, metal, etc.) must cover combustible floors.
- Spark/slag catchers (fire retardant plywood, flameproof tarpaulins, metal, etc.) must be suspended below any elevated cutting/welding operation.
- All floor and wall openings must be covered to prevent sparks/slag from traveling to other, unprotected areas.
- Containers in or on which cutting/welding will take place must be purged of flammable vapors.
- Suitable fire resistant protection will be provided for any other potentially combustible surfaces or flames.

DURING / AFTER THE WORK - The following precautions will be taken:

- Person(s) must be assigned to a fire watch during and for at least 30 minutes after all cutting/welding ceases.
- Fire watch person(s) are to be supplied with multi purpose dry chemical, portable fire extinguisher and trained in its use.
- A fire alarm pull station or means of contacting the fire department (i.e. 2-way radio or phone) available and accessible to fire watch person(s).
- All fuel lines shall be properly routed and protected so as to prevent any contact with sparks, slag, or other potential ignition sources.

The location where this work will take place has and will be **examined before the start** of cutting/welding operations and all the appropriate precautions have been taken.

The work area and all adjacent areas to which sparks and heat might spread (including floor levels above and below and on opposite side of walls) shall be **inspected 30 minutes after** the cutting and or welding operations cease for the day and found to be fire safe.

**UNIVERSITY OF NOTRE DAME
UTILITIES HOT WORK REQUEST AND PERMIT FORM**

No. _____

PART A - REQUEST - (Minimum 24 hours prior to request Start Time)

Section I - Requesting Party		
Firm Name:	Date:	Time:
Address:	Phone:	Fax:
Contact Person:		
Section II - Contractor Information		
Project Name:		
Contractor:	Contact:	Phone:
Section III - University of Notre Dame Contact		
Department:	Contact:	Phone:
Section IV - Scope of Work		
Requested Start Date:	Requested Start Time:	
Location:		
Description of Work:		
The hot work site(s) has/have been inspected by the requesting part in PART A and determined to meet requirements as designated in the Utilities Hot Work Permit Checklist: Circle: Yes / No		
Estimated Completion Date:		
PART B - HOT WORK PERMIT		
Work may not commence before the following date and time:		
DATE:	TIME:	
PERMIT GRANTED BY:	DATE:	
PERMIT RECEIVED BY:	DATE:	
Work shall be completed no later than 30 days after the estimated completion date.		
Time extensions beyond this point require a new hot work permit:		
Date:	Time:	
Permit Closed by Contractor:	Date:	
Permit Closed by Utilities:	Date:	