



## **Hot Work Permit**

**REFERENCES:** FM Global and Facility Requirements

**FORMS:** Maintenance Hot Work Permit

**PURPOSE:** Control all Hot Work in the facility to assure safety for patient environment.

**POLICY:** A hot work permit is required when performing work with an open flame, excessive dust, etc on the Mercy Health campus. The permit procedure is as follows.

**RESPONSIBILITY:** Contractor will secure all needed permits and sign-offs from maintenance.

### **PROCESS:**

The contractor requesting the permit shall notify Facilities. Facilities will then dispatch a technician to remove any affected smoke detector heads and issue a permit to the contractor. The permit will require a signature from both the contractor (include company name) and maintenance. An expiration time should be assigned to all permits. A copy of the permit shall be left with the contractor to be visibly displayed on site. Maintenance will post their copy of the permit on the dispatch board. Dispatch will notify security of the permit so they can plan their walkthroughs accordingly.

The contractor is responsible to notify maintenance of when they are ready for the detector to be put back into service. Facilities will dispatch a technician to reinstall the detector's head and close the permit. A signature on the permit is required from both the contractor and maintenance. A signature will also be required to close permit at completion of work. The contractor will remain on site to complete the designated fire watch. All hot work permits will expire at or before 3:30 PM daily.

In cases when the contractor works past 3:30 PM, maintenance's 1<sup>st</sup> shift will close the existing permit and their 2<sup>nd</sup> shift will open a new permit. This will occur when the contractor is working overtime or multiple shifts. It is the contractor's responsibility to notify maintenance when work will continue past 3:30 PM.

At no time will a hot work permit stay open longer than a single 8 hr. shift.

Dispatch should be given a phone list of all contractors and emergency phone numbers in cases when the contractor fails to notify maintenance at or before the expiration time noted on the permit. Safety and Security should be notified of all Hot Work on Campus

On Stand alone projects the contractor will be responsible to take out one hot work permit for entire project and then issue Hot Work Permits to the subcontractors for their designated areas of work. Contractor will post list of hot work permits issued daily in the Construction site trailer for owner review. CM/GC will give a copy of the hot work permits issued daily to the owner representative on the morning they are issued.