

Hot Work Procedure

If not properly controlled hot work operations present a serious fire hazard that may lead to significant property damage, injury, and /or loss of life. Furthermore hot work may cause unnecessary disruption of normal building functions and emergency response by activating the automatic fire detection system.

Mason personnel and/or contracted personnel engaged in hot work must be authorized to do so by a Qualified Mason Facilities Management Shop Manager or Project Manager who understands hot work hazards and what automatic fire detection devices may be affected by the hot work. In the absence of the above contacts the Office of Fire Safety Programs will authorize the planned hot work.

1. Request for a [Hot Work Permit](#) must be submitted to the Office of Fire Safety Programs (703 993-2479) at least 24 hours prior to performing the work. Instructions are noted on the permit. Outside contractors may need assistance from the Project Manager, Facilities Management Shop Manager, or the Fire Safety Programs Office to initiate this action. Hot work shall only be performed between the hours of 6 a.m. and 2 p.m., Monday through Friday. In the event hot work is required due to an emergency the [Required Precautions Checklist](#) located on the permit shall be followed.
2. Hot work permits require that the specific location of the work be identified to assist the HVAC and Fire Alarm Shops in determining what mechanical or alarm systems may be affected. Controls or detection devices may need to be temporarily bypassed during hot work and re-activated to avoid unscheduled mechanical system shutdown or fire alarm. A check box reminder for this task is located on the permit. [The Disabled/Re-activated check box must be initialed by a representative of the responsible shop before the work is started and after the work is complete.](#)
3. The [Hot Work Permit](#) must be signed by a Qualified Mason Facilities Management Shop Manager or Project Manager authorizing the work. In the absence of both, the Fire Safety Programs Office or Building Code Compliance Office shall be authorized to sign off on the permit.
4. Just prior to starting hot work both the University Police dispatcher 703 993-2810 and the Customer Service Center 703 993-2525 must be notified.
5. The [Required Precautions Checklist](#) noted on the Hot Work Permit must be in affect prior to starting the hot work and the permit must be posted in the work area.
6. Fax completed and signed forms to Lee Wilson, Fire Inspector, in the Office of Fire Safety Programs at 703-993-8996.

For assistance contact:

Office of Fire Safety Programs	703 993-2479
Customer Service Center	703 993-2525
Building Code Compliance Office	703 993-8339