



245 FIRST STREET

**Hot Work Protocol
For
Construction Renovation or Building Repairs**

Definition:

Hot work is any work activity that generates a flame, heat or sparks such as soldering, brazing, welding, or torch cutting and grinding.

Before any hot work shall commence the following Fire Safety Precautions must be taken:

1. Notification

Notify building management, in writing, 72 hours in advance of the location and purpose of planned hot work in the facility. Any heavy hot work, such as structural work or confined space welding, shall take place after normal business hours. Refer to the building's rules and regulations for the defined normal business hours.

2. Permit

Provide building management with a copy of the hot work permit from the local authority.

3. Sprinkler and Fire Alarm System Impairment

The sprinkler system in the area of the hot work shall not be impaired during the hot work time period. The fire alarm system may only be impaired or zoned out in the area of the hot work with express permission of the local authority.

4. Fire Watch

A designated person from the local fire department authority shall be present during all hot work. The person performing the fire watch shall be completely informed of the work to be undertaken and be in radio or telecommunications contact with the local fire station.

5. Hot Work Area Condition & Preparation

Floors are to be swept clean. Any accumulation of dust shall be removed. Combustible materials shall be removed from the area of hot work and the hot work area shall be properly ventilated. Hot work is not to be conducted in the presence of flammable gases, vapors, liquids or dusts. If hot work is to be performed in a confined area atmospheric



testing shall be performed prior to and during the hot work procedure to ensure the work site atmosphere is below the low explosive limit.

6. Person(s) Conducting Hot Work

The person conducting hot work shall be certified, fully trained and competent in use of the equipment and wear the appropriate personal protective equipment.

7. Fire Fighting Equipment & Site Preparation

Fire extinguishers shall be present and within reach during all hot work. The person conducting hot work and fire watch personnel shall be informed of the location and have access to all fire hose cabinets and fire-fighting equipment. Shields are to be erected where electric welding is to take place to prevent ultra-violet light exposure to others in the area. Floor or wall openings located 10 feet or less from the work site are to be covered to prevent hot sparks from entering walls or shafts and falling to floors below. Additional fire watch personnel may be required for the fire watch in adjoining areas above or below the work site as determined by the local authority.

8. Fire Watch Standby

Fire watch personnel shall remain on site 20 minutes after hot work has been completed. Notification shall be sent to the local authorities after hot work is completed. Fire alarm system point zoning shall be restored to active condition after work area is ventilated.



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Check List

1. Contractor Compliance
Is contractor in compliance with LPC protocol? _____
2. Type of hot work
Welding, cutting, grinding-soldering, structural _____
3. Location of hot work _____
4. Date and time to be performed _____
5. Permit provided to LPC _____
6. Certificate of Insurance for all contractors and subcontractors presented to building management _____
7. Is a fire watch required by local authority? _____
8. Any fire protection sprinklers impaired? _____
9. Fire alarm system to be temporarily zoned out in work area _____
10. Work area free of combustible equipment? _____
11. Work area properly ventilated prior to and during hot work _____
12. All floor and wall openings covered and protected to prevent sparks and slag from traveling to other unprotected shafts and voids to the floor below _____
13. Portable fire extinguisher onsite and fully charged _____
14. Person(s) onsite performing hot work are qualified and have proper protective clothing and face shields _____
15. Person conducting fire watch from local authority is on site and is in telecommunication contact with fire chief on duty _____