



**Campus Administrative Policy**

**Policy Title: Hot Work Policy and Procedures (OPP: 103-120)**

Policy Number: 3084

Functional Area: **General Administration**

Effective: December 20, 2019  
Date Last Amended/Reviewed: November 1, 2017  
Date Scheduled for Review: July 1, 2024  
Supersedes: Hot Work (November 1, 2017)

Approved by: David C. Turnquist  
Associate Vice Chancellor, Facilities Management  
Duxton Milam  
Campus Fire Marshal, Facilities Management  
Authority Having Jurisdiction for Fire and Life Safety  
(February 22, 2018)

Prepared by: Campus Fire Marshal  
Reviewing Office: Executive Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Denver

Responsible Officer: Executive Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Anschutz Medical Campus  
Senior Vice Chancellor for Administration and Finance |  
CFO, University of Colorado Denver

Applies to: University of Colorado Anschutz Medical Campus  
University of Colorado Denver  
University of Colorado South Denver Location

**A. POLICY STATEMENT**

By its nature, hot-work operations carry inherent hazards. Unwanted fires, due to welding and hot-cutting have, historically, accounted for large-scale property losses. Certainly, there is always the potential for loss of life if the situation is out of control. Contractors and Facilities personnel need to be aware of, and control the hazards.

University of Colorado Denver | Anschutz Medical Campus (“the university”) has instituted policies that shall be followed during construction in which “Hot-Work” is

performed. Hot-Work includes welding, brazing, cutting with torches and grinders, and other construction activities that generate heat and/or sparks.

**B. PURPOSE**

To establish a policy for safe Hot Work procedures on campus property.

**C. SCOPE**

The policy covers all campus departments and staff.

**D. PROCEDURES**

1. A coordinator and a 2nd person must fill out the hot-work permit (shown on the last page of this document), prior to performing hot-work operations. An individual responsible for performing fire-watch duties must complete the form after the operation is finished. Note that confined space entry hot-work also requires a “Confined Space” permit. Permits may be obtained by contacting the Campus Fire Marshal at (303) 724-0293 or the university project manager.
2. The form has signature blocks for a “Coordinator” and a “2nd person.” The final inspection block has a spot for the “Fire Watcher” to sign. In some instances, the fire watcher can be one of the above mentioned positions. The Coordinator can be a foreman for the contractor, or it may be the actual worker. Either way, signatures must be present on the Coordinator’s line and the 2nd person line prior to the beginning of the hot-work. The Fire Watcher signature block must be signed at the end of the operation.
3. As can be seen when examining the form, not all of the checks will be applicable. As an example, not all areas will need monitoring for oxygen, combustible gases, or toxic materials. In those sections that are not applicable, place a “NA”. Should a university official find that there is no form, or that procedures on the form are not completed, he/she has the authority to stop the hot-work until the proper safeguards are addressed.
4. There is to be one hot-work permit, per area, per day. (Example: If three people are working in the same location, such as one room, then only one permit, per day is required. If three people are working on the same floor, but in different rooms, each area will require a permit.)
5. Contractors should take note that it is their responsibility to provide appropriate equipment during the hot-work duties. All personnel should be cognizant of the safeguards that are necessary to perform hot-work. The persons signing the form have an obligation to take the matter seriously. Remember—whoever signs the “Fire Watcher” block is stating that they have checked all areas applicable to the permit, and there are no signs of fire, smoke, or hot surfaces.

6. If you have questions pertaining to this document, or for consultation and assistance, please contact the Campus Fire Marshal, at (303) 724-0293.

## Notes

1. Dates of official enactment and amendments:  
2002: Adopted/Approved by Associate Vice Chancellor for Facilities  
November 1, 2017: Revised  
December 17, 2019: Revised
2. History:  
  
December 17, 2019: Added the requirement for a 2<sup>nd</sup> person to fill out and sign the Hot Work Permit.
3. Initial Policy Effective Date: 2002
4. Cross References/Appendix:
  - [2015 ed. International Fire Code](#)
  - [Campus Policy 3003, Authority Having Jurisdiction for Fire Prevention and Life Safety](#)
  - Appendix A, Hot Work Permit (Below)

## APPENDIX A: HOT WORK PERMIT



University of Colorado  
Denver | Anschutz Medical Campus

THIS **HOT-WORK PERMIT** SHALL BE DISPLAYED AT THE WORK-SITE

PERSONS PERFORMING WORK \_\_\_\_\_ / \_\_\_\_\_ DEPT / COMPANY \_\_\_\_\_

DATE / TIME \_\_\_\_\_ HOT-WORK LOCATION \_\_\_\_\_

DESCRIBE HOT-WORK TO BE PERFORMED: \_\_\_\_\_

Before hot-work operations begin, all applicable items must be checked and the coordinator must sign approving the work. This permit covers welding, hot cutting (torch or spark-producing cutters/grinders), and brazing. **One permit, per area, per day is required (based on each type of work)**. Work performed in a confined space requires a separate confined space entry permit. [ALL Hot Work Will Require a Two Person Sign-Off and Two Initials on Check List Prior to Conducting Hot Work.](#)

**CONTRACTORS:** It is the responsibility of the contractor to provide fire extinguishers, fire retardant covers, personal protective equipment, air monitoring equipment (if used), and any other equipment deemed necessary to perform the work safely. The contractor is responsible for ensuring that all Federal, State, Local, and University of Colorado Denver safety regulations are followed.

### CHECK LIST

\_\_\_/\_\_\_ Floors, walls, ceilings are clear of combustible materials within 35 feet of the work area, or the surfaces are covered with fire retardant covers.

\_\_\_/\_\_\_ Identify smoke head/sprinkler locations and isolation valves for system.

\_\_\_/\_\_\_ Review blue prints of hot work area to identify all hazards within hot work areas.

\_\_\_/\_\_\_ Identify locations of all isolations in hot work area, such as fire, water and power.

\_\_\_/\_\_\_ All flammable liquids and their containers have been removed from the area.

\_\_\_/\_\_\_ Floor openings have been sealed or checked to ensure hot slag/sparks do not penetrate to lower areas (unless the lower area contains no combustible material or surfaces).

\_\_\_/\_\_\_ The Hot-Work equipment to be used has been inspected and is in good working order.

\_\_\_/\_\_\_ A fully charged, operational fire extinguisher (rating correct for the hazards) is within 35 feet.

\_\_\_/\_\_\_ Emergency exits are identified, and the nearest manual fire pull-station has been located.

\_\_\_/\_\_\_ Smoke/heat detectors, where provided, have been prevented from alarming (Facilities Management Fire Alarm Outage Request must be submitted, with a minimum of 24 hours advanced notice).

\_\_\_/\_\_\_ Applicable energy sources have been locked-out / tagged-out.

\_\_\_/\_\_\_ Where appropriate, monitoring for oxygen, combustible gas, and toxic materials has been performed and the levels are within safe limits.

SPECIAL PRECAUTIONS (if any): \_\_\_\_\_

**AUTHORIZATION:** The information on this permit has been evaluated, the site has been examined, and all safety measures are in-place. I approve of the operation.

Coordinator's signature \_\_\_\_\_ 2<sup>nd</sup> Person signature \_\_\_\_\_

A Fire Watcher must be provided for 30 minutes after all of the operations pertaining to this permit, (unless hot surfaces are cooled to hand-touch temperature and there are no areas where hot slag or sparks could be hidden).

**FINAL INSPECTION** (30 minutes or cool to touch) Fire Watcher sign \_\_\_\_\_

**Send completed original, or a copy, to: The Campus Fire Marshal (Campus Box F-410)**

## **APPENDIX A: HOT WORK PERMIT**