



**Department of Public Safety
Office of Fire and Emergency Services**

3201 Arch St, Suite 350 Philadelphia, PA 19104
Phone: 215-895-1550 Fax: 215-895-1560 DPSFES@Drexel.edu

Hot Work Permit Request Form

This form is to be submitted any time that hot work is being performed on Drexel University property or in a Drexel University occupied space. If the activity produces flames, sparks, heat, or another potential ignition source, a hot work permit needs to be issued. This form should be submitted at least two (2) business days in advance of requested work unless it is an emergency situation. Once this form is submitted, a staff member from Drexel University's Office of Fire and Emergency Services (215.895.1550) will meet you on site at the requested start of hot work, or at another predetermined time.

All hot work occurring on Drexel University campuses must comply with the 2018 Philadelphia Fire Code Chapter 35 and NFPA 51B

Drexel Facilities Submission Outside Contractor Submission

Request Information

Date Request Submitted		Emergency Work	<input type="checkbox"/> Yes <input type="checkbox"/> No
Location of Work			
Date(s) & Time(s) of Work			
Work to be Completed			
Reason for Hot Work (Why not cold work?)			
Type(s) of Hot Work (Check all that apply)			
<input type="checkbox"/> Brazing	<input type="checkbox"/> Cutting	<input type="checkbox"/> Grinding	<input type="checkbox"/> Other (Describe Below)
<input type="checkbox"/> Soldering	<input type="checkbox"/> Thawing Pipe	<input type="checkbox"/> Thermit Welding	
<input type="checkbox"/> Thermal Spraying	<input type="checkbox"/> Torch Applied Roofing	<input type="checkbox"/> Welding	

Hazardous Location (Check all that apply)

Confined Space Combustible/Flammable Atmosphere High Hazard Area Pressurized Vessel/Piping Roof

Describe Hazardous Locations

Additional Information

Representative Information (Work Performed by)

Name		<input type="checkbox"/> Employee <input type="checkbox"/> Contractor
Company		Contact Number

Request Form Applicant

Name		Contact Number	
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Signature: _____

Drexel OFES Use Only

EHS Notification Required	<input type="checkbox"/> Yes <input type="checkbox"/> No	Notes
EHS Notified On (Date)		
OFES Approved On (Date)		

OFES Staff Name: _____ **OFES Signature:** _____

OFES Staff inspection required prior to hot work operation commencing unless application submitted as emergency work

Any questions regarding hot work or hot work permits should be directed to HotWorkPermitRequest@drexel.edu

Hot Work not permitted without approved permit from OFES and/or emergency call outs. Prescheduled hot work may not be classified as emergency work

CAUTION

HOT WORK IN PROGRESS

STAY CLEAR

In case of Emergency call 215-895-2222 or 911

Pre Hot Work Checklist A pre-hot-work check shall be conducted prior to work to ensure that all equipment is safe and hazards are recognized and protected. A report of the check shall be kept at the work site during the work and available upon request.

- | | |
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| <input type="checkbox"/> Equipment to be used shall be in satisfactory operating condition/good repair | <input type="checkbox"/> Exposed combustibles are not located on the opposite side of partitions, walls, ceilings or floors |
| <input type="checkbox"/> Hot work site clear of combustibles or combustibles are protected | <input type="checkbox"/> Fire watches, where required, are assigned. |
| <input type="checkbox"/> Exposed construction is of noncombustible materials or protected | <input type="checkbox"/> Approved actions have been taken to prevent accidental activation of suppression and detection equipment in accordance with Sections 3504.1.8 and 3504.1.9. |
| <input type="checkbox"/> Openings are protected | <input type="checkbox"/> Fire extinguishers and fire hoses (where provided) are operable and available. |
| <input type="checkbox"/> Floors are kept clean | |

Hot Work Permit Approved: Date _____ OFES Signature _____

OFES Staff inspection required prior to hot work operation commencing unless application submitted as emergency work

This sign must be posted outside of Hot Work Area during operations