

Division of University Facilities

Office of Fire Safety

Hot Work Permit Procedure



Purpose:

To prevent fires and maintain the safety of our campus, this policy has been developed to allow staff members and outside construction contractors to mitigate the hazards involved in hot work.

Definitions

Hot Work: Hot work is defined by the New Jersey Uniform Fire Code as “operations including cutting, welding, Thermit welding, brazing, soldering, grinding, thermal spraying, thawing pipes, installation of torch-applied roof systems or any similar activity.” The Office of Fire Safety acknowledges that not all these tasks are performed by EH&S; however, hot work can generally be categorized as work that results in possible combustion through the use of heat generating bonding or separating methods (whether it be through the creation of heat through friction or chemical means).

Emergency Conditions: Emergency conditions exist where the expediency of work is a factor that can negatively affect the health and safety of building pants.

Procedure for Obtaining Hot Work Permit:

The below outlined policy is to be followed when any MSU employee performs or plans to perform hot work.

Prior to Engaging in Hot Work

The Office of Fire Safety retains the right to randomly inspect hot work areas and order all hot work to cease if an unsafe condition is found.

Individuals planning to engage in hot work must contact the Department of Fire Safety, at ferrarar@montclair.edu, at least twenty-four (24) hours in advance of the planned hot work.

When contacting the Office of Fire Safety, the following information shall be relayed:

The type of work to be performed.

- The person to be conducting the hot work.
- The location of said work.
- The individual(s) charged with the fire watch.
- The unique identifier number (located in red ink on the right side of page 1 of the hot work permit).

FM&E Staff & Contractors:

FM&E Staff shall be responsible for forwarding all requests for hot work permits to the Director of Fire Safety.

Contractors performing hot work are to notify FM&E Managers if hot work is needed during projects in progress.

Prior to any hot work to proceed, MSU Facilities staff shall notify the Director of Fire Safety or assigned designee of any hot work taking place.

All submitted hot work are subject to inspection by the Office of Fire Safety, to ensure correct hot work procedures as per FM Global and the requirements of the latest edition of New Jersey International Fire Code are established.

Contractor supervisors under FM&E assign one member to conduct hot work and one other responsible person(s) for the duration of the hot work, and 30 to 60 minutes after all hot work is completed.

Montclair State University Facilities Staff:

Supervisors of University Facilities Staff (i.e., Plumbing, HVAC, Carpentry, Electrical), shall issue their own hot work permits for each individual project and maintain record of hot work.

Prior to any hot work to proceed, Facilities staff shall notify the Director of Fire Safety or assigned personnel of any hot work taking place.

All submitted hot work are subject to inspection by the Office of Fire Safety, to ensure correct hot work procedures as per FM Global and the requirements of the New Jersey International Fire Code are established.

Facilities Supervisors shall assign one member to conduct hot work and one other responsible person(s) for fire watch for the duration of the hot work, and 30 to 60 minutes after all hot work is completed.

Staff members responsible for hot work shall notify Office of Fire Safety that work is in progress and completed once hot work is over

Once hot work is completed, all documented times and work on page 2 of FM Hot work permit are to be collected and periodically submitted to Office of Fire Safety. These documents will be held for a 1-year period.

Montclair State University Fleet Services & Auto Repair Staff:

Supervisors of the MSU Fleet Services & Auto Repair Staff shall issue their own hot work permits for each individual project and maintain record of hot work.

Prior to any hot work to proceed, MSU Facilities staff shall notify the Director of Fire Safety, the Fire Safety Specialist or immediate supervisor of any hot work taking place.

All submitted hot work are subject to inspection by the Office of Fire Safety, to ensure correct hot work procedures as per FM Global and the requirements of the New Jersey International Fire Code are established.

The Fleet Services Supervisors shall assign one member to conduct hot work and one other responsible person(s) for fire watch for the duration of the hot work, and 30 to 60 minutes after all hot work is completed.

Staff members responsible for hot work shall notify Office of Fire Safety that work is in progress and completed once hot work is over

Once hot work is completed, all documented times and work on page 2 of FM Hot work permits are to be collected and periodically submitted to the Office of Fire Safety. These documents will be held for a 1-year period.

Montclair State University Theater Staff & Directors:

Theater Staff shall issue their own hot work permits for each individual project and maintain record of hot work.

Prior to any hot work to proceed, the Director of Theater staff shall notify the Director of Fire Safety or Fire Safety Staff of any hot work taking place.

All submitted hot work are subject to inspection by the Office of Fire Safety, to ensure correct hot work procedures as per FM Global and the requirements of the New Jersey International Fire Code are established.

Theater Directors shall assign one member to conduct hot work and one other responsible person(s) for fire watch for the duration of the hot work, and 30 to 60 minutes after all hot work is completed.

The Theater Director responsible for hot work shall notify Office of Fire Safety that work is in progress and completed once hot work is over

Once hot work is completed, all documented times and work on page 2 of FM Hot work permit are to be collected and periodically submitted to Office of Fire Safety. These documents will be held for a 1-year period.

While and After Engaging in Hot Work:

A Fire Watch is to be instituted during and after all hot work operations.

A fire watch must be maintained by suitably trained and competent individuals.

A fire watch will be provided during the hot work and for thirty (30) to sixty (60) minutes thereafter.

Please refer to back of permit reference guide in regard to fire watch and monitoring times, dependent on occupancy factors as permitted by FM Global guidelines.

This includes any break in activity (e.g. a lunch break).

The hot work area shall be monitored for an additional three (3) hours after the initial fire watch has concluded (e.g. when hot work is completed, a fire watch shall remain for one hour and for three hours after that hour Individuals who plan to engage in hot work and who are appointed by FM&E management to issue Hot Work Permits shall be responsible for ensuring that they receive the following training at least annually:

Training in the use of portable fire extinguishers

Montclair State University's Fire Evacuation Procedure

Managing Hot Work Using FM Global's Hot Work Permit System

Prior to performing hot work operations, individuals who intend to engage in hot work should make note of the following requirements from the New Jersey Uniform Fire Code:

Hot work areas shall not contain combustible materials.

Openings in walls, ducts, etc. must be tightly covered to prevent the passage of sparks or shielded by metal fire resistant guards or curtains to prevent the passage of sparks.

Floors shall be kept clean within the hot work area and shall be made of non-combustible materials.

If a safer and equally effective alternative to hot work is an option, that method should be used to perform the work

Appointed and trained employees of FM&E shall conduct an onsite inspection of the hot work area:

The area will be inspected for any hazards as specified in the New Jersey Uniform Fire Code, as listed on the previous page.

Upon passing the inspection, the appointed individual will issue a hot work permit, which will expire after a reasonable length of time. Specific lengths of time will be determined by the individual but will be based off the extent of work, the type of work, other ongoing work in the area, and other pertinent factors.

The appointed individual shall issue a Hot Work Permit, as required by the University's insurance carrier. The Hot Work Permit shall be completed in accordance with FM Global's guidelines and shall be complete with signatures of both the issuing party and the individual performing the work.

The appointed individual shall submit Part 1 and retain Part 2 of this form; however, they shall fax, scan and e-mail, or send Part 1 by interdepartmental mail to the Office of Fire Safety. This stipulation shall not be made at the time that the appointed individual initially notifies the Department of Fire Safety of his/her planned work, as the form is to be completed immediately prior to the time in which the hot work is to be performed.

If scanning and e-mailing, please send to: Ferrarar@montclair.edu

If sending via interdepartmental mail, please send to:

Robert Ferrara
Director of Fire Safety
150 Clove Rd., Little Falls, NJ

After completing the hot work and additional requirements, as listed below, the individual performing the hot work shall forward Part to the Office of Fire Safety, which will retain a copy of this form for one calendar year.

Exceptions:

24-hour notice is not required in instances where an emergency condition exists. In these cases, the need for 24-hour notice may be waived; however, the hot work permit issuer will be required to notify the Office of Fire Safety at extension 540. All other requirements of this policy remain intact, regardless of this exception.

FM Global Index Numbers and Important Numbers

FM GLOBAL Index Numbers 30623.42

Important Contact Numbers

FM GLOBAL Office number: *1-888-504-3330 May leave a message.*

FM GLOBAL fax number: *1-888-504-3369*

MSU Police Department: *973-655-5222*

Office of Fire Safety: *973-655-5401.*

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