Williams College
Hot Works Permit

General Information:
Contractor or Shop Name: ____________________________ Hot Work Date: ________________
Permit Authorizing Individual: ____________________________ Cert# ______________________
Person Performing Hot Work: ____________________________ Cert# ______________________
Person Performing Fire Watch: ____________________________ Cert# ______________________
Building or Location: ____________________________ Room# ______________________
Purpose of Hot Work: ____________________________ Equipment to be worked on: ______________________

Before Hot Work Checklist: (Yes or NA)
_____ Do you have a fire extinguisher on site?
_____ Is the firewatch trained to use a fire extinguisher?
_____ Have smoke detectors been removed from the work area to prevent accidental activation.
_____ Did you notify Campus Safety by phone that hot work will be taking place? (413-597-4444).

Before Hot Work Checklist continued: (Requirements within 35 feet of hot work)
_____ Combustible materials, flammable liquids, dust, lint and oily deposits are removed from the hot works area.
_____ Explosive atmosphere does not exist in the hot work area.
_____ Floors are swept clean and all combustible materials have been removed from the area.
_____ Combustible floors have been wet down and covered with damp sand or fire resistive sheets.
_____ Areas around hot works are protected with fire resistive tarpaulins or metal shields.
_____ All wall and floor openings are covered with fire resistive tarpaulins or metal shields.
_____ Fire-resistive tarpaulins are suspended beneath work when working above combustible materials.
_____ Ducts that will carry sparks to distant combustible material are covered, protected or shut down.
_____ All workers know where the nearest fire alarm pull station and emergency exits are located.

After Hot Work Checklist:
Hot Work Complete Time: ______________________
_____ Fire watch must be provided for 60 minutes after hot work. (120 min after torch roof work)
_____ Williams College staff have restored fire alarm smoke detectors.
_____ Notify Williams College Safety & Security by phone that hot work is complete. (413-597-4444)

Firewatch Complete Time: ______________________
*Return completed permit to Williams College, Office of Safety & Environmental Compliance.

In the event of a fire activate the building fire alarm and call 911

Permit Prepared By: ____________________________ Phone #: ______________________
Permit Issued By: ____________________________ (Williams College Representative)

Williams College Campus Safety (413) 597-4444