**Teachers College Columbia University Hot Work Policy**

**Preliminary Procedures**

Teachers College Facilities Management Department by virtue of its mandate to continually upgrade, renovate and maintain existing physical plant, quite often must utilize cutting, welding, brazing and other hot work techniques. These procedures have the potential to create unnecessary alarms or actual fires. To address this potential problem, Safety and Security enacted a Hot Work permit policy. Effective February 1, 2004 all hot work performed on College property by Teachers College employees or by outside contractors will require a Hot Work Permit. Implementation of this policy will greatly reduced the number of alarms generated by "Hot Works" to a level well within an acceptable limit.

Hot work procedures need not lead to disaster. A three-pronged approach of a written management policy, safety precautions and a permit system can help ensure that these operations are fire safe.

The guidelines listed below will be explained in detail during the Hot Work Permit procedure and policy training sessions. Questions regarding the policy can be directed to the Office of Safety and Security at extension X 3335.

**Permits are required for the following procedures:**

A. Electric or Gas Cutting/Welding  
B. Brazing/Soldering  
C. Grinding  
D. Hot Tar Projects  
E. Any Portable Gas Procedures  
F. Steam Generating Work

The Hot Work Permit will be issued for a period not to exceed twenty four (24) hours. Any exception to the twenty four (24) hour rule must be in writing from the Office of Safety and Security.

**Filing Procedures**

**Responsibilities of the applicant.**

A. Filing for any Hot Work Permit procedure (with the exception of emergency repair work) MUST be submitted to the proper the proper facilities manager 24 hours prior to commencing the work.
B. Hot Work Permits can be obtained at the Office of Facilities in 28 Main or the Office of Safety and Security in 106 Whittier. Persons authorized to approve Hot Work permits are the Director of Facilities, Manager of Facilities, and Safety and Security Management.

C. The person requesting the permit is responsible to insure that all required safety precautions as prescribed on the Hot Work Permit are complied with.

D. **No work will be permitted on campus unless workers are in possession of ALL necessary New York City Fire Department Permits and Certificates of Fitness required to perform the task.**

E. Obtaining an alarm system bypass is the responsibility of the person requesting the permit by contacting Safety and Security at CIC Extension X 3220.

F. Specific devices or sections of the system required to be bypassed will be determined by the Office of Safety and Security.

G. The Office of Safety and Security will maintain a log, using the office prefix, and number each permit in sequence.

H. When requesting a bypass the Hot Work requestor must be given the permit number with the issuing office extension and communicate this to the Safety and Security officer for logging in the Master Log.

I. Verification via telephone ensuring the alarm system has been bypassed, and the mechanic has the "Green Light" to begin is the responsibility of the requester. Call X 3220 for confirmation.

J. All bypassed alarm systems will be restored at 6:00pm Safety and Security Management must be notified.

K. Emergency repairs after hours and on weekends will be directed by the Facilities Director or designee.

**On Site & Immediate Work Area Responsibilities**

*The Office of Safety and Security will:*:

A. Will monitor and log all Hot Work applications.

B. Will spot check work locations to insure all safety precautions are complied with and Hot Work permits are posted.

C. Signed off Hot Work permits will be returned to the requesting department after one year.

D. Maintain a list of all permits either filled out incorrectly, or that have not been signed off and forward it to Facilities Management for corrective action.
E. Monitor work sites to ensure all federal, state and city health and safety regulations are being complied with.

**Facilities Management**
The Project Manager or his/her appointee will inspect the work site, and coordinate with the Office of Safety and Security the termination/restoration of fire alarm equipment in all areas affected by the work being performed. Additionally, the Project Manager will issue the work permit when the permit requirements have been achieved and leave section one of the permit with the issuing Area Manager's Tenant Representative for the College Fire Safety Director files.

**Residence Halls**
The Facilities Manager or his/her appointee will inspect the work site and coordinate with the Office of Safety and Security the termination/restoration of fire alarm equipment in all areas affected by the work being performed. Additionally, the Office of Safety and Security will issue the work permit when the permit requirements have been achieved, and leave section one of the permit with the CIC security desk (located at Whittier Hall) for the Fire Safety Directors files and the Housing Directors notification.

**Fire Watch and Final Inspection**

*Precautionary measures - during and after operation.*
If any infraction of the permit policy is discovered on inspection of the work site by the Colleges Safety and Security officers, the job will be terminated until such time said infraction(s) have been corrected.

An alarm system bypass will only be performed by the Office of Safety and Security. When the Hot Work requestor receives a hot work permit, and communicates the permit number the security desk then the system will be bypassed. **No system bypass will be performed without a Hot Work Permit number.**

The Project Manager or his/her appointee is responsible to inspect the job site 30 minutes after the work for that day has been completed. When found safe and all cylinders have been removed from the building, the responsible party shall sign off the yellow copy of the permit, and indicate the time of the sign off.

When a Hot Work Permit is obtained, and the work has not been done, the Project Manager is to write the word CANCELED on the line that would normally require the final inspection signature. **The Office of Safety and Security, upon request, will provide in service work shops regarding the Hot Work permit policy and procedures.**