



Hot Work  
Standard Operating Procedures  
Access Control, Fire &  
Security Systems Department

Cleveland State University  
Access Control & Security Systems Department  
Hot Work Procedures

**The Cleveland State University Hot Work Standard Operating Procedures** have been developed to comply with requirements set forth in the Occupational Safety and Health Administration (OSHA) General Industry Standards for Welding Cutting and Brazing (29 CFR 1910 Subpart Q)

### Hot Work Procedures Defined

The following operating procedures refer to the performance of activities described as ‘hot work’ on the campus of Cleveland State University. Any “hot work” performed on campus outside of a workshop specifically designated for such work requires a permit. **“Hot work” is defined as any heat, fire or spark-producing activity such as welding, flame cutting or grinding.** Blank Hot Work Permit Forms shall be provided to applicable areas upon request by the Office of Access Control & Security Systems.

### Who needs a Hot Work Permit?

Permits are required of both university employees and outside contracted employees as part of building renovations, maintenance and repair (nonemergency). Workers are to follow the procedures applicable to their employment status in obtaining a hot work permit from a designated CSU competent individual authorized to issue permits. Hot work performed as part of new construction shall be monitored by the General Contractor in conjunction with their responsibilities for providing and maintaining a safe work environment. Such responsibility shall be set forth in the Project Specification for each job and is included as part of the CSU Contractor’s Safety Guide.

### How to get a Hot Work Permit?

A CSU Hot Work Permit for maintenance and repairs by CSU employees and Outside Contracted Employees can be secured by following the standard operating procedures for each respective group that follows.

### Impact on Fire Detection Systems

If the potential exists for the hot work to impact fire detection systems (activate alarms, smoke detectors, etc.), workers are to contact the Office of Access Control & Security Systems, and must secure the signature of the University Fire Inspector or his/her designee, in order for the competent person to issue a Hot Work Permit.

### Emergency Repairs

Should an emergency situation arise where an immediate repair is needed, repair workers are to notify University Police at 216-687-2020 that a hot work repair is necessary and to indicate whether any modification is needed to the fire alarm and/or suppression system. Police personnel shall log this information and notify the CSU Director of Access Control & Security Systems and the University Fire Inspector. These actions are reserved for EMERGENCIES ONLY and are not to be employed for general maintenance and repair.

Parties involved are expected to adhere to the same precautions necessary for performing hot work under normal circumstances as follows:

- ❖ Equipment to be used shall be in good operating condition
- ❖ Workers shall utilize personal protective equipment to safely perform work
- ❖ All flammable and combustible materials within thirty-five (35) feet of operation shall be relocated; any remaining shall be protected using flame-proof curtains
- ❖ Floors shall be swept clean and, if necessary, wetted
- ❖ Portable fire extinguishers shall be available and workers shall be trained in their use

## Designated Individuals

CSU has designated the following positions as competent to issue Hot Work Permits:

- ❖ Access Control & Security Systems Fire Inspectors
- ❖ Environmental Health and Safety Officer

**Note: AC&SS Fire Inspector should be notified if not designated issuer of all Hot Works Permits**

It is the responsibility of the competent person issuing the Hot Work Permit to ensure copies are forwarded to applicable parties.

## Designated Individual – Alternate

In the event no primary designated individual can be accessed, the Assistant Vice President for the Department of Facilities and Safety may issue a hot work permit.

## Recordkeeping

Prior to issuing a Hot Work Permit, the authorized individual is to make a copy and forward to the Office of Access Control & Security Systems.

## Hot Work Procedure - CSU Employees

1. Notify your Supervisor that hot work is needed.
2. Contact Access Control & Security Systems Fire Inspector and request a Hot Work Permit.
3. Fill out the form as completely as possible by checking items applicable to the work.
4. If fire alarms need to be taken out of a service or if any modification to the fire prevention systems is deemed necessary to safely perform hot work, contact the University Fire Inspector for assistance in this process and approval of fire watch measures.

**Signature of authorized Access Control fire safety personnel required for permit to be issued.**

5. Verify applicable precautions have been taken by signing the form.
6. Post and maintain permit in work area throughout the duration of the hot work activity.
7. Departmental representatives reserve the right to inspect all job sites prior to issuing the permit
8. Additional permits are required should work extend twenty-four (24) hours beyond the start time indicated on the permit. A permit may be issued for a period of time longer than twenty-four (24) hours for longer remodeling/repair jobs but no longer than one (1) week.
9. Mandatory Fire Watch for 60 full minutes in work area after completion of the hot work activity.

## Hot Work Procedure – Outside Contracted Employee

1. Notify the CSU Representative (Project Manager/Supervisor) that hot work is needed.
2. Contact Access Control & Security Systems and request a Hot Work Permit.
3. Fill out the form as completely as possible by checking items applicable to the project.
4. If fire alarms need to be taken out of a service or if any modification to fire prevention systems is deemed necessary to safely perform hot work, contact the University Fire Inspector notify the Office of Access Control & Security Systems for assistance in this process and approval of fire watch measures.

**Signature of authorized Access Control fire safety personnel required for permit to be issued.**

5. Verify applicable precautions have been taken by signing the form.
6. Post and maintain permit in work area throughout the duration of the hot work activity.
7. Departmental representatives reserve the right to inspect all job sites prior to issuing the permit

8. Additional permits are required should work extend twenty-four (24) hours beyond the start time indicated on the permit. A permit may be issued for a period of time longer than twenty-four (24) hours for longer remodeling/repair jobs but no longer than one (1) week.
9. Mandatory Fire Watch for 60 full minutes in work area after completion of the hot work activity.

Cleveland State University  
Designated Individuals Authorized to Issue Hot Work Permits

**EMERGENCIES – Call 9-1-1 – Ask for CSU Police Dispatch**

**Patrick Westropp**

Fire Inspector

Plant Services 230

Office: 216.687.3842

Cell: 216.256.5572

**Patrick O'Malley**

Fire Inspector

Plant Services 230

Office: 216.687.9306

Cell: 216.244.2485

**Carolyn Pelletiere**

Environmental Health & Safety

Coordinator

Office: 216.687.5388

**Robert Howerton**

Environmental Health & Safety Officer

Plant Services 233

Office: 216.687.3715

Cell: 216.276.4324

**EMERGENCIES- Call 216-687-2020 CSU Campus Safety Dispatch**