

# Facilities Ancillary Services Best Practice

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## Issuing Hot Work & Fire Alarm Lock-out Permits

### INTRODUCTION (Purpose and Importance)

The purpose of this best practice is to provide a clear process relating to issuing hot work & fire alarm lock-out permits.

Any work being done in a building that could cause the fire alarm to go off (welding/dust/brazing) will require completion of a Hot Work & Fire Alarm Lock-out permit. Forms are located in the Facilities Services Main office, Building 120, filing cabinet drawer.

All permits requests require 24-hours notice, prior to work being done **and** authorization by a Facilities Services & Campus Development (FSCD) Manager.

### Facilities Service Office Process

- FSCD Office staff (FOS) will distribute the permit to the contractor and ensure that all applicable information is completed on the form
- FOS will forward the permit to a FSCD Manager for authorization
- When the permit has been approved by a FSCD Manager, FOS will email the form to FSCD Electricians, FSCD Managers, FSCD Maintenance/Office Coordinators with details regarding the work
- FOS will keep a copy of the permit and attach it to the annunciator panel in the Facilities Services Main office
- If a building needs to go on test, FOS will email Security, Health & Safety, FSCD Managers, FSCD Electricians, Maintenance/Office Coordinators to inform them of the working being done along with the contractor name/contact number
- If only a few devices need to be disabled, FOS to confirm information with the FSCD Electricians, per the direction from the FSCD Manager
- When work is complete, the contractor will return the permit to the Facilities Services Main office and FOS will scan the completed permit to the hot work permit drive
- If a building needs to be taken off test, FOS will follow the current process in place (see Best Practice for Putting a Fire Alarm On-Off Test) and send a follow-up email to Security, Health & Safety, FSCD Managers, FSCD Electricians, Maintenance/Office Coordinators indicating that work is complete.