

HOT WORK PERMIT SCHEDULING FORM

1.0 Purpose: This form is part of EHS Hot Work Program and is required when hot work activities will begin, occur, or be completed during off business hours.

2.0 Directions: This form must be completed by the requestor and submitted to EHS with a minimum of one week advance notice.

Please note that this form is not a Hot Work Permit. Hot Work Permits are not issued until the day of the activity.

PROJECT INFORMATION		
Requestor:	Requestor Phone Number:	Date Submitted to EHS:
Project Name:		
Location (Building and Room):		
Date(s) of Hot Work Activity:	Time(s) of Hot Work Activity:	
Hot Work Description:		
Hot Work Performed By (circle one): UW Employee Contractor		
Employee / Contractor Name:		Contractor Company Name (if applicable):
Supervisor / Foreman Name:		Supervisor / Foreman Phone Number:
Reason why hot work activity cannot be conducted during normal business hours:		
TYPE OF HOT WORK ACTIVITY		
Torch Operation:	Soldering	Brazing Arc Welding Grinding Cutting Non-Fire Work
Other (describe):		

<i>I hereby certify that the information provided on this form is accurately described and correct.</i>		
Requestor Name:	Signature:	Fax # (if available):
Submit Completed Form to Environment Health and Safety by: Fax (608-262-6767) or drop off to 30 East Campus Mall		

<i>For Environment Health and Safety Use Only</i>		
Hot Work Permit Request: Approved Not Approved		
EHS Authorizer:	EHS Authorizer Signature:	Date:
If approved, fax copies to Requestor.		
Faxed by:	Date Faxed:	Time Faxed:

THE CURRENT APPROVED VERSION OF THIS DOCUMENT IS LOCATED IN THE EHS DOCUMENT CONTROL SYSTEM.