



Utilities & Maintenance
HOT WORK PROCEDURE FORM

July 9, 2020

Rev. 9

While the University of Notre Dame (UND) Utilities Department attempts to maintain a safe work environment for all persons, we cannot guarantee their safety without their cooperation. Before any hot work occurs at University Utilities Department Facilities the following procedures must be observed:

1. This procedure is applicable to any hot work supervised by and performed in facilities under the control of the Utilities Department, including but not limited to the Power Plant, Combustion Turbine Facility, Facilities Building (Chiller Addition), East Plant, Chilled Water Pumping Station, South Campus Geothermal Plant, South Campus DHW/PRV Station, Electrical Substations, Diesel Generator Facility, Well Houses or Utility Tunnel Distribution Piping or Electrical Systems. All other hot work shall be performed under the auspices of the Notre Dame Fire Department and the campus Hot Work policies and procedures.
2. Hot work shall be performed in compliance with the NFPA 1 Chapter 18, NFPA 51B Standard for Fire Prevention for Welding, Cutting and other Hot Work and OSHA 1910 Subpart Q Welding, Cutting, and Brazing, 29 CFR 1910.252 General Requirements.
3. A permit is required and must be applied for via the University's Hot Work Permit Application prior to the start of work. The contractor must also notify and be granted permission by the Utilities Department supervisory personnel responsible for the facilities in which hot work is to be performed. The only exception to the permit requirement is for work performed in "designated" hot work areas.
4. A permit must include a description as to where the work is being performed, including but not limited to the facility and an area within the facility, especially in the case of larger facilities (Power Plant, East Plant, etc.). In the case of tunnels reference shall be made to which tunnel (North, South, Southeast, etc.) as well as a geographic reference (such as near "Building name" or easily identifiable reference).
5. A Permit Number will be assigned through the University's Hot Work Permit Application.
6. Access to the Hot Work Permit must be maintained at the hot work project site at all times and made available for inspection by any University personnel who requests to review said Permit.
7. A dedicated fire watch shall:
 - a. Maintain assignment during and for at least sixty (60) minutes after completion of hot work in "non-detected" spaces.
 - b. Maintain assignment during and for at least thirty (30) minutes after completion of hot work in "detected" spaces.
 - c. All "non-detected" hot work areas shall be periodically monitored or evaluated for three (3) hours after completion of the fire watch duties. This may be the fire watch or another individual trained in summoning assistance and using a fire extinguisher.

8. A dedicated fire watch is not required during soft soldering work. When soft soldering is performed, the worker may self-perform the duties of a fire watch unless the conditions are such that a fire watch is warranted.
9. In cases where a fire detection or protection system may be impacted, the hot work must be coordinated with the Notre Dame Fire Department. The Notre Dame Fire Department shall determine the actions required to facilitate the hot work, including but not limited to the isolation of portions of systems, disabling of devices, and disabling of alarms.
10. The 3rd floor fabrication shop of the Power Plant is a “designated” hot work area.
11. All other spaces can be conditionally “designated” as hot work areas on an interim basis where the work will extend more than 5 consecutive business days. In these cases an initial permit shall be requested through the FM application notating this conditional designation and subsequent daily records shall be completed and provided documenting that the area has been kept free of combustible materials and that the compliance checklist has been reaffirmed.
12. When a hot work project has been finished, the Hot Work Permit must be closed within the University’s Hot Work Permit Application.
13. Failure to properly follow the Utilities Hot Work Procedure prior to commencement of hot work may result in personal injuries (including death) and property damage. By performing hot work on the University of Notre Dame campus the undersigned party knowingly and voluntarily assumes all risk of injury, property damage and liability for any and all costs associated with any service interruption and restoration, as well as any claims, demands, actions, causes of actions, damage(s) expense, cost or judgment(s) arising out of personal injuries or property damage resulting from your hot work on Utilities Department property.
14. I hereby confirm that my Employer has on file with the Notre Dame Department of Risk Management and Safety a current University of Notre Dame Standard Insurance Requirements and Indemnification Agreement for Outside Contractors.

FIRM: _____

NAME: _____

SIGNATURE: _____

DATE: _____

I hereby acknowledge that as a requestor of Utilities Department Hot Work Permits I have reviewed the University of Notre Dame Utilities Hot Work Procedure and fully understand and hereby agree to comply at all times with the above terms and conditions and all stated requirements written or communicated to me at any time by or on behalf of the University of Notre Dame du lac.