Hot Work
Policy and Procedures

In Accordance With
New Jersey Fire Code
And
National Fire Protection Association

505 Ramapo Valley Road, Building D, Room D107 ● Mahwah, New Jersey 07430

Tel.: 201. 684.6252 ● Fax: 201.684.7508

E-mail: dharring@ramapo.edu ● Website: _
http://ww2.ramapo.edu/facultystaff/hr/safety/index.aspx?id=8018
# Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page No</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Development of Hot Work Policy &amp; Procedures</td>
<td>1</td>
</tr>
<tr>
<td>II. Purpose</td>
<td>1</td>
</tr>
<tr>
<td>III. Scope</td>
<td>1</td>
</tr>
<tr>
<td>IV. Definition</td>
<td>2</td>
</tr>
<tr>
<td>V. Hot Work Areas</td>
<td>2-3</td>
</tr>
<tr>
<td>VI. Permits</td>
<td>4-5</td>
</tr>
<tr>
<td>VII. Permit Procedures</td>
<td>5-6</td>
</tr>
<tr>
<td>VIII. Suspension of Hot Work Operations</td>
<td>7</td>
</tr>
<tr>
<td>IX. Hot Work Procedures</td>
<td>7-9</td>
</tr>
<tr>
<td>X. Emergency Maintenance</td>
<td>9-10</td>
</tr>
<tr>
<td>XI. Tar Kettles</td>
<td>10</td>
</tr>
<tr>
<td>XII. Fire Watch</td>
<td>11-12</td>
</tr>
<tr>
<td>XIII. Job Safety and Training</td>
<td>12</td>
</tr>
<tr>
<td>XIV. Changes to this Policy and Procedures</td>
<td>13</td>
</tr>
</tbody>
</table>

**Appendix**

**STATE – APPLICATION FOR PERMIT FORM**

**LOCAL PERMIT - HOT WORK FORM**
I. Development of Hot Work Policy & Procedures

Fire Safety compliance has always been and continues to be a high priority at Ramapo College. We continue to assess what more can be done to raise our preparedness and to assure the safety of all members of the Ramapo College Community; and to help prevent damages from smoke, fires or explosions to College assets.

Accordingly, the following Hot Work Policy and Procedures were developed by the College Fire Marshal in cooperation with the College Administration, the State Fire Marshal's Office, Public Safety, Facilities, Environmental Health and Safety and by referencing the minimum requirements of the applicable New Jersey Fire Codes, the National Fire Protection Association (NFPA) codes and standards and OSHA regulations.

Failure to comply with this provision of the applicable Codes may create life and property hazardous conditions and the College may be subject to a fine(s).

II. Purpose

The following Hot Work Policy and Procedures were developed to assist members of the Campus Community in creating an environment that:

A. Establishes an effective Hot Work Management System that can help to prevent Hot Work operations from becoming smoke, fire or explosion conditions.
B. Outlines the proper measures to be taken during Hot Work Operations.
C. Provides proper training in Hot Work Procedures before Hot Work Operations begin.
D. Raises our fire safety preparedness.
E. Help ensures the safety of the campus community.
F. Upgrades our system of alerting building occupants when Hot Work operations are conducted.
G. Provides guidance on precautions, conditions and critical areas that shall be considered prior to Hot Work in order to help prevent smoke, fire or explosion conditions.
H. Facilitates communications among departments involved in the Hot Work Procedures.
I. Outlines training requirements for Fire Watch personnel.
J. Provides requirements for compliance with NJ Fire Code.

III. Scope

All members of the Campus Community, contractors, vendors and visitors involved in any Hot Work Operations are required to know and follow this policy.
IV. Definition

Hot Work is any temporary operation involving open flames or the creation of excess heat/or sparks; and includes but may not be limited to:

A. Welding (gas or arc)
B. Cutting
C. Burning
D. Grinding
E. Shrink Wrapping
F. Open flame soldering
G. Thawing pipe with an open flame
H. Use of open flame heaters in buildings
I. Hot tar operations
J. Hot riveting
K. Similar applications producing a spark, flame or heat
L. Work performed outside a building if the work will occur within 40 feet of a building or potential hazard such as a fuel storage tank.
M. All Hot Work in confined spaces

V. Hot Work Areas

There are three general Hot Work related areas.

A. Designated Areas

Designated areas shall be specific areas designed and approved for Hot Work on a continuing basis in accordance with the NJ Fire Code, approved by the State Fire Marshal and registered as a type B life hazard use. Designated areas shall include but not be limited to the following:

1. Detached outside locations that are of non-combustible or fire-resistive construction, essentially free of combustible and flammable contents.
2. Areas that are suitably segregated from adjacent areas.
B. Permitted Areas

Hot Work shall be permitted only in areas that are or have been made fire safe in preparation for ad hoc Hot Work Operations; and for which a Local Permit has been issued. Permitted Areas shall include but not be limited to the following:

1. Scenery Shop
2. Carpenter's Shop
3. Plumber's Shop
4. Vehicle Repair Shop (Unless in an approved designated area)
5. All offices, computer rooms and classrooms
6. Inside all buildings and trailers
7. Inside and outside locations where flammable or combustibles are stored

C. Prohibited Areas

Hot Work shall Prohibited in the following areas:

1. In areas not authorized by management
2. Storage Tanks
3. In areas that fail the provisions of Required Precautions Checklist. (See Appendix for "Hot Work Permit" form)
4. As specified by the State Fire Marshal or designee in accordance with the Fire Code
5. In sprinkled buildings where sprinklers are impaired, unless requirements of NFPA 25, Standard for Inspection, Testing, and Maintenance of Water Based Fire Protection Systems, are met.
6. In the presence of explosive atmospheres (i.e., where mixtures of flammable gases, vapors, liquids, or dust with air exists)
7. In the presence of un-cleaned or improperly prepared drums, tanks, or other containers and equipment that have previously contained materials that could develop explosive atmospheres
8. In the areas with an accumulation of combustible dusts that could develop into explosive atmospheres
9. On metal partitions, walls, ceilings or roofs having a combustible covering
10. Where pipes or other metals come in contact with combustible walls, partitions, ceilings or roofs close enough to cause them to ignite by conduction where proper precautions have not been implemented to prevent smoke, fire or explosion.
VI. Hot Work Permits

A Hot Work Permit is required for every Hot Work Operation conducted on Campus. The exception is hot work conducted in a designated area pre-approved by the Division of Fire Safety or 30 feet or more outside a building in a clear area without combustibles.

Hot Work Permits are of two types:

A. State Permits – issued by the State Fire Marshal or designee. State Permits are required for all Hot Work Operations including but not limited to the following:

1. The use of a torch or flame-producing device used to remove paint from any building or structure.
2. Application of roof coverings with the use of an open-flame device.
3. Public exhibitions and demonstrations where hot work is conducted.
4. Fixed-site hot work equipment such as welding booths.
5. Hot work conducted within a hazardous fire area.
6. Welding or cutting operations except where the welding or cutting is performed in areas approved for welding by the fire official and is registered as a type B life hazard use. This refers to areas such as Welding and Cutting shops that meet all of the required fire protection requirements and that have been approved as such by the State Fire Marshal.
7. Hot Work in any Prohibited Areas
8. The use of portable hot work equipment inside a structure.

Exceptions: Work that is conducted under a Construction Permit or an Annual Maintenance Permit. The exceptions to item 8 recognize that work done under a state issued Construction Permit or Annual Maintenance Permit is already covered by the respective permit; another permit from the state is not necessarily required. Construction and Annual Maintenance permits shall be readily available for presentation to state inspectors by the College’s Construction Manager or the Facilities Manager, respectively.

See Appendix for “Application for Permit”/State Permit Form

B. Local Permits – issued by the Supervisor or Construction Manager using the Hot Work Permit form.

Local Permits are required for Hot Work performed in Permitted Areas; unless conditions warrant the additional requirement of a State Permit as may occasionally be communicated by the State Fire Marshal during an emergency or Imminent Hazard. Local Permits are internal documents that are intended to insure that Hot Work areas are confirmed safe for Hot Work operations and shall not be valid for more than 8 consecutive hours; they are not replacements for state required Hot Work Permits.
Note: Local Permits allow approved personnel to regulate their facility’s hot work operations. The designated Facilities Supervisors are the College’s approved personnel who shall be trained in the fire safety aspects denoted in this policy and shall be responsible for issuing Local Permits requiring compliance with the provisions the Fire Code. Local Permits shall be issued only to their employees or contractors they hire. If the work is done on a construction project supervised by a Construction Management Company then the Construction Manager shall issue the Local Permit.

See Appendix for “Hot Work – Local Permit”

VII. Permit Procedures

A. State Permits

1. State Permits are issued by the State Fire Marshal or designee; and are only issued subsequent to an onsite inspection, review and approval of the Hot Work Operation to be performed.
2. Employees needing a State Permit should see their Supervisor.
3. Contractors or vendors needing a State Permit shall contact the Service Desk or the College Fire Marshal for assistance with obtaining a state permit or directly contact the Division of Fire Safety.

Note: Work shall not begin until a state permit is issued unless the State Fire Marshal approves the start of work before a permit is obtained.

B. State Permit Processing

1. The Supervisor, construction manager, contractor or designee completes an Application for Permit and then:
2. Submits the Application for Permit with a check attached for $42.00, the current fee. The Application for Permit and the check shall be mailed to:
   The Bureau of Fire Code Enforcement
   State of New Jersey
   Department of Community Affairs
   Division of Fire Safety
   101 South Broad Street, PO Box 809
   Trenton, New Jersey 08625-0809
   Attn: Carol Quinn
3. Shall keep a copy of the completed Application for Permit on file.
4. After receipt of the Application for Permit and check, the State Fire Marshal will dispatch a State Fire Inspector to the College to inspect the Hot Work Operations site. Upon satisfactory review of the site, the State Fire Inspector will issue the permit.
5. The original permit shall be available at the Hot Work Operation site.
6. A copy of each of their State Permits shall be on file at a central location and the documents shall be available upon request by authorized individuals such as the State Fire Marshal or his designate. See page 4, State Permit, Section A, item 8 for Exceptions.
7. The Application for Permit form in the Appendix may be duplicated or you may obtain additional forms from Dennis Harrington, the College Fire Marshal.

C. Local Permits

1. Local Hot Work Permits are issued to Facilities employees or contractors they hire by the designated Facilities Supervisors. If the work is done on a construction project supervised by a Construction Management Company then the Construction Manager shall issue the Local Permit. The permits shall be in compliance with the provisions of this policy and the Precautions Checklist section of the permit form; and the permits shall be approved as signified by the signature of the respective Supervisor. See Appendix for “Hot Work – Local Permit”

D. Local Permit Processing

1. Facilities employees or a contractor hired by Facilities shall obtain a Local Hot Work Permit Application from their respective Supervisor. The Supervisor shall go to the site with the employee or contractor and complete the Required Precautions Checklist. See Appendix for “Hot Work – Local Permit”, Required Precautions Checklist section of the form.

2. A contractor in a project managed by a Construction Manager shall obtain a Hot Work Permit Application from the Construction Manager. The Construction Manager shall go to the construction site with the contractor and complete the Required Precautions Checklist. See Appendix for “Hot Work – Local Permit”, Required Precautions Checklist section of the form.

3. The Supervisor or Construction Manager signs the Required Precautions Checklist in the "Signed (Supervisor/Construction Manager)" section of the Permit authorizing the Hot Work Operation and issues the permit.

4. The Supervisor/Construction Manager assigns Fire Watch and gives the Permit to the person assigned as the Fire Watch. More than one Fire Watch may be required if combustible materials that could be ignited by the Hot Work Operation cannot be directly observed by the initial Fire Watch.

5. Fire Watch stays 30 minutes after Hot Work Operations; and then signs the Permit in the "Signed (Fire Watch)" section to verify that inspection was completed and area was found safe The Fire Watch then returns the Permit to the Supervisor/ Construction Manager for the central file.

6. Facilities shall keep a copy of each Local Hot Work Permit on file at a central location and the documents shall be available upon request by authorized individuals such as the State Fire Marshal or his designate. Hot Work involving construction managed by a Construction Manager will also be kept on file with the Construction Manager for the duration of the construction.
VIII. Suspension of Hot Work Operations

The Hot Work Operations areas may be subject to inspection by the State Fire Marshal, the College Fire Marshal or their respective designee, for the purpose of verifying compliance with the Fire Code. Hot Work Operations may be suspended if the area of operation is found not to be in compliance with the NJ Fire Code. The suspension shall continue until compliance is recognized by the person(s) conducting the inspection. In addition, the Fire Watch can suspend Hot Work Operations that become unsafe. Suspension of Hot Work Operations shall remain in effect until the area is made safe.

Notification of the Suspension of a Hot Work Operation shall be made as follows:

A. Permit revoked by the State Fire Marshal or designee – Notification shall be made from the State Fire Marshal to the College Fire Marshal who shall notify the Assistant Director of Facilities.
B. Hot Work Operations suspended by the Fire Watch – Notification shall be made from the Fire Watch to the respective Supervisor and the College Fire Marshal.
C. The Supervisor/Construction Manager shall notify the Public Safety Dispatch to make an entry into the CAD System noting the location of the Hot Work Operation suspended and the time of same; and then note in the CAD entry when the Hot Operation resumes.

IX. Hot Work Procedures

A. State Permits: The following Hot Work Procedures are applicable to operations that are State Permitted.

1. Every feasible effort shall be made to limit the times that Hot Work is conducted during normal operating hours. Can this job be avoided? Is there another way? Can the work be done in the shop instead of on location?
2. A Fire Watch during and for one hour (1 hour) after the Hot Work Operations. See Fire Watch section for details.
3. The Supervisor, Construction Manager or designee shall, at least 4 days prior to the work being started, notify the College Fire Marshal via a completed "Fire Watch Request/Notification" form that a request for a Fire Watch was initiated.
4. The College Fire Marshal shall notify the Division of Fire Safety via phone, fax, or e-mail at least 3 days prior to the work being started to determine the scope of the Fire Watch.
5. The College Fire Marshal shall notify the Mahwah Fire Department via the Mahwah Police Dispatch of the work being conducted.
6. The Supervisor, Construction Manager or designee shall notify the College Public Safety Dispatch, just prior to the commencement of the Hot Work Operation, requesting that Public Safety make an entry into the CAD System noting the location of each Hot Work Operation and the start and end time of same.
7. The Supervisor, Construction Manager or designee shall provide copies of the Fire Watch Log to the State Fire Marshal as required by the Division of Fire Safety; and inform the College Fire Marshal that the log was sent to the state.

8. The Supervisor, Construction Manager or designee shall notify the Public Safety Dispatch and the College Fire Marshal when work is completed.

9. During Hot Work Operations in close proximity to a sprinkler head, a wet rag shall be laid over the sprinkler head and then removed at the conclusion of the Hot Work Operation.

10. During Hot Work, special precautions shall be taken to avoid accidental operation of automatic fire detection or suppression systems (e.g., special extinguishing systems or fire sprinklers). Individual fire devices shall be either disabled using the "Disable" feature on the newer Fire Alarm Control Panels or covered to prevent activation of the fire alarm. It shall be the responsibility of Assistant Director of Facilities, Facilities Administration or designee to ensure that the Construction Manager shall contact the Service Desk for assistance with making the appropriate arrangements to "Disabled" and then "Enabled" fire detection and suppression devices and systems; which may include scheduling the Fire System Maintenance Contractor (United Fire Co.) to respond and "Disabled" and then "Enabled" the appropriate system or device.

B. Local Permits: The following Hot Work Procedures are applicable to Local Permits.

1. Every feasible effort shall be made to limit the times that Hot Work is conducted during normal operating hours. Can this job be avoided? Is there another way? Can the work be done in the shop instead of on location?

2. When the Hot Work activity involves routine system testing and maintenance where no components of the fire detection and suppression systems are removed from service, the following shall apply:

   a. A Fire Watch during and for one half hour (1/2 hour) after the Hot Work Operations. It is likely that in most cases, the Fire Watch will be conducted by a qualified Facilities’ employee. See Fire Watch section for details.

   b. The Supervisor/Construction Manager or designee shall notify the College Public Safety Dispatch, just prior to the start of the Hot Work Operation, requesting that Public Safety make an entry into the CAD System noting the location of each Hot Work Operation and the start and end time of same.

   c. The Supervisor/Construction Manager or designee shall notify the Public Safety Dispatch and the College Fire Marshal when work is completed.

3. When the Hot Work activity involves the shutdown of a fire protection system, the following shall apply:

   a. A Fire Watch during and for one half hour (1/2 hour) after the Hot Work Operations. It is likely that in most cases, the Fire Watch will be conducted by Public Safety. See Fire Watch section for details.
b. The Assistant Director of Facilities, Facilities Administration, Construction Manager or
designee will also require the requestor to complete a "Fire Watch Request/Notification"
form to initiate a request for a "Fire Watch". In those situations, the provisions of the
Fire Watch Policy and Procedures shall be followed in addition to the applicable
provisions of the Hot Work Policy and Procedures.
c. The Assistant Director of Facilities, Facilities Administration, Construction Manager or
designee, shall at least 4 days prior to the work being started, notify the College Fire
Marshal and Public Safety via a completed "Fire Watch Request/Notification" form that
a request for a Fire Watch was initiated.
d. The College Fire Marshal shall notify the Division of Fire Safety at least 3 days prior to
the work being started to determine the scope of the Fire Watch.
e. The College Fire Marshal shall notify the Mahwah Fire Department via the Mahwah
Police Dispatch of the planned Fire Watch.
f. The Supervisor, Construction Manager or designee shall notify the College Public
Safety Dispatch, just prior to the commencement of the Hot Work Operation, requesting
that Public Safety make an entry into the CAD System noting the location of each Hot
Work Operation and the start and end time of same.
g. The Fire Watch shall provide copies of the Fire Watch Log to the State Fire Marshal as
required by the Division of Fire Safety; and notify the College Fire Marshal that the Fire
Watch Log was sent to the State Fire Marshal.
h. The Supervisor, Construction Manager or designee shall notify all parties when work is
completed.
i. During Hot Work Operations in close proximity to a sprinkler head, a wet rag shall be
laid over the sprinkler head and then removed at the conclusion of the Hot Work
Operation.
j. It shall be the responsibility of the Assistant Director of Facilities, Facilities
Administration, Construction Manager or designee to ensure that the Supervisor shall
contact the Service Desk for assistance with making the appropriate arrangements to
"Disabled" and then "Enabled" fire detection and suppression devices and systems;
which may include scheduling the Fire System Maintenance Contractor (United Fire
Co.) to respond and "Disabled" and then "Enabled" the appropriate system or device.
k. When a fire device is “Disabled” by a Facilities employee, it shall be the responsibility
of the Supervisor to ensure that the fire device is properly an expeditiously “Enabled”.

X. Emergency Maintenance

The following shall apply to emergency maintenance, including but not limited to fire
detection or suppression system activations, system failures, etc.:

A. During regular business hours, the Associate Director of Facilities/designee or Construction
Manager or shall notify the College Fire Marshal about the emergency. The College Fire
Marshal shall notify the Division of Fire Safety at 1-877-NJ- Fires (1-877-653-4737) as soon as
possible, to advise the dispatch of the situation and determine whether the building must be evacuated as an “Imminent Hazard” or if a Fire Watch may be instituted.

B. During non-regular business hours or when the College Fire Marshal is not on Campus, the Associate Director of Facilities or designee shall notify the Public Safety Dispatch about the emergency. The Public Safety Dispatch shall notify the Division of Fire Safety at 1-877-NJ-Fires (1-877-653-4737) as soon as possible, to advise the dispatch of the situation and determine whether the building must be evacuated as an “Imminent Hazard” or if a Fire Watch may be instituted.

C. When a Fire Watch is required, it shall be conducted by College Public Safety who shall notify the College Fire Marshal during regular business hours. During non-regular business hours, the College Public Safety Dispatch shall notify the Division of Fire Safety at 1-877-NJ-Fires (1-877-653-4737) as soon as possible, to advise the dispatch of the situation and determine whether the building must be evacuated as an “Imminent Hazard” or if a Fire Watch may be instituted.

D. The College Fire Marshal shall notify the Mahwah Fire Department via the Mahwah Police Dispatch of the work being conducted.

E. The Supervisor/designee or Construction Manager or designee shall notify the College Public Safety Dispatch, just prior to the commencement of the Hot Work Operation, requesting that Public Safety make an entry into the CAD System noting the location of each Hot Work Operation and the start and end time of same.

F. The Fire Watch shall provide copies of the Fire Watch Log to the State Fire Marshal as required by the Division of Fire Safety; and notify the College Fire Marshal that the Fire Watch Log was sent to the State Fire Marshal.

G. The Supervisor, Construction Manager or designee shall notify all parties when work is completed.

XI. Tar Kettles

There are specific requirements for tar kettles. Those requirements are:

A. Tar kettles are not permitted to be located inside or on the roof of any building.
B. The kettle must be operated in a controlled area which must be identified by the use of traffic cones, barriers, and other suitable means.
C. An operating kettle must be attended by a minimum of one employee who is knowledgeable of the operations and hazards.
D. The employee must be within 25 feet of the kettle and have the kettle within sight.
E. Two 20-B: C type fire extinguishers must also be located and visible within 25 feet of the operating kettle.
F. Kettles must not block, or be closer than 10 feet from, exits or means of egress.
G. Kettles must not block roadways, gates or entrances.
XII. Fire Watch

A. Definition in the context of Hot Work

A Fire Watch is a qualified individual assigned to the site of Hot Work Operations and he/she shall ensure that safe conditions are maintained during and directly following the Hot Work Operation.

1. State Permits: during the entire Hot Work Operation and for one hour (1 hour) directly following Hot Work Operations.
2. Local Permits: during the entire Hot Work Operation for one half hour (1/2 hour) directly following Hot Work Operations when a Fire Watch is required.

B. Qualifications in the context of Hot Work

The individual performing as the Fire Watch shall be trained by the College Fire Marshal or provide certification of comparable training in the following:

1. Hot Work Awareness Training Class
2. Portable Fire extinguisher Procedures
3. Procedures for reporting an emergency
4. Evacuation Procedures
5. General knowledge about where the Hot Work Operation site is located
6. Fire awareness and recognition of obvious hazards

C. Personnel

Personnel assigned to Hot Work Operations shall include but not be limited to the following.

1. Hot Work Operations permitted by the State Fire Marshal, generally will require a Fire Watch conducted by a properly trained member(s) of College Public Safety; especially when the Fire Detection and Suppression Systems are shut down or when an Imminent Hazard is declared.
2. When Hot Work Operations are conducted under a Local Permit, in most cases, the Fire Watch can be a properly trained member of Facilities or contractor.
3. The Fire Watch for Hot Work Operations conducted by a contractor or vendor shall be established on a job per job basis; after a meeting is held with at least the contractor’s representative, Facilities and the Director of Environmental Health & Safety and the College Fire Marshal. See page 4, State Permit, Section A, item 8 for Exceptions.
D. Duties

During Hot Work Operations, the Fire Watch shall perform the following duties:

1. Ensure that safe conditions are maintained during Hot Work Operations.
2. Stop the Hot Work Operation if unsafe conditions develop and notify the Supervisor.
3. Have portable fire extinguishing equipment immediately available for use.
4. Watch for fires in all area of the Hot Work Operations.
5. Search the Hot Work Operations area and adjacent areas where sparks or flame may have traveled for signs of smoke or fire.
6. When required by the State Fire Marshal, complete a Fire Watch log. See Section IX B, 3g for details.
7. Maintain watch for at least 30 minutes (1/2 hour) after completion of Hot Work Operations by Local Permit and one hour (1 hour) after completion of Hot Work Operations by State Permit to detect and extinguish smoldering or flaming fires.
8. Public Safety conducting a Fire Watch under the provisions of the Fire Watch Policy and Procedures shall perform those duties specified in the Fire Watch Policy and Procedures.
9. Any attempts to extinguish a fire shall only be initiated when the Fire Watch is not placed at risk and the size of the fire is within the capacity of the equipment available to extinguish it.
10. As in any case, the College Fire Marshal shall be notified about any smoke, fire or explosion that may result during Hot Work Operations or any other conditions. Notification shall be made by the Fire Watch to Public Safety; who shall immediately notify Mahwah Police Dispatch and follow established related protocols.

XIII. Job Safety and Training

The following, shall include but not be limited to, the applicable references in connection with Job Safety and Training:

A. Occupational Health and Safety requirements for welding, cutting and brazing - 29 CFR, Part 1910, Subpart Q
B. National Fire Protection Association 51 and 51B. Standard for Fire Prevention during welding, cutting, and other Hot Work
C. New Jersey Uniform Fire Code following section:

XIV. Changes to this Policy and Procedures

Any changes to this policy shall:

A. Meet the minimum fire safety code requirements referenced in the above Section XIII, A, B and C.
B. Involve the participation of at least the following:

1. Office of Facilities Management
2. Public Safety
3. Environmental Health and Safety
4. College Fire Marshal

Failure to comply with this provision of the applicable Codes may create life and property hazardous conditions and the College may be subject to a fine(s).

Date Adopted: February 8, 2008
Revised: March 6, 2009
Revised: July 30, 2009
Revised: April 23, 2012
Revised: May 15, 2012
Application
For Permit

Location Information

| Municipal Code: 0233 | Registration No.: 0233-59272-___-___-__ |
| Name: Ramapo College of New Jersey | Street Address: 505 Ramapo Valley Road |
| Municipality: Mahwah | County: Bergen |
| State: New Jersey | Zip Code: 07430 |

Applicant Information

| Applicant's Name: | Applicant's Home Street Address: |
| Municipality: | County: |
| State: | Zip Code: |
| | Phone No.: |
| | Tax No.: |

[ X ] Permit requested for the following date(s):

[ ] Permit requested for one year – Expiration Date: Leave Blank

NOTE: Attach additional signed sheet if space is insufficient

The above named applicant hereby requests permission to conduct the following activity at the above location: Hot Work

Provide the Building Name: and the location within the Building:

And / or for the storage, occupancy, use, sales, handling or manufacturing of the following:

Leave Blank

State quantities and method for each category of material to be stored or used:

Leave Blank

I hereby acknowledge that the information given is correct, and agree to comply with the applicable requirements of the fire code as well as any specific conditions imposed, and if not, this permit may be revoked and I will be subject to penalties as provided by law.

Applicant's Signature __________________________ Title __________________________ Date __________________________

See reverse side for information concerning your administrative appeal rights

Make check payable to: Treasurer, State of New Jersey and Mail check to: Bureau of Fire Code Enforcement, State of New Jersey, Department of Community Affairs, Division of Fire Safety, 101 South Broad Street, P.O. Box 809, Trenton, New Jersey 08625-0809, Attn: Carol Quinn

For Official Use Only

Permit Type: _______ [ ] Conditions Imposed [ ] Denied [ ] Approved pending payment of $ ____ Permit Fee

Inspector __________________________
**HOT WORK - LOCAL PERMIT**

THIS HOT WORK PERMIT is required for any temporary operation involving open flames or producing heat and/or sparks. This includes, but is not limited to: BRAZING, CUTTING, GRINDING, SOLDERING, TORCH Applied Roofing and Welding

**INSTRUCTIONS**

Facilities Supervisor/Construction Manager:
A. Verify precautions listed at right (or do not proceed with the work)
B. Notify Public Safety x7432 at beginning and end of hot work
C. Complete Permit and retain on file

**REQUIRED PRECAUTIONS CHECKLIST**

<table>
<thead>
<tr>
<th>YES</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Available sprinklers and extinguishers are in service/operable.</td>
<td></td>
</tr>
<tr>
<td>Hot Work equipment in good repair</td>
<td></td>
</tr>
</tbody>
</table>

**Requirements within 35 ft. (11 m) of work**

<table>
<thead>
<tr>
<th>YES</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flammable liquids, dust, lint, and oily deposits removed.</td>
<td></td>
</tr>
<tr>
<td>Explosive atmosphere in area eliminated.</td>
<td></td>
</tr>
<tr>
<td>Floors swept clean.</td>
<td></td>
</tr>
<tr>
<td>Combustible floors wet down, covered with damp sand or fire-restrictive sheets.</td>
<td></td>
</tr>
<tr>
<td>Remove other combustibles where possible. Otherwise protect with approved welding pads, blankets, and curtains, fire-resistant tarpaulins or metal shields.</td>
<td></td>
</tr>
<tr>
<td>All wall and floor openings covered</td>
<td></td>
</tr>
<tr>
<td>Approved welding pads, blankets, and curtains installed under and around work.</td>
<td></td>
</tr>
<tr>
<td>Protect or shut down ducts and conveyors that might carry sparks to distant combustibles.</td>
<td></td>
</tr>
</tbody>
</table>

**Work on walls, ceilings or roofs**

<table>
<thead>
<tr>
<th>YES</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction is noncombustible and without combustible covering or insulation.</td>
<td></td>
</tr>
<tr>
<td>Combustibles on other side of walls, ceilings or roofs are moved away.</td>
<td></td>
</tr>
</tbody>
</table>

**Work on enclosed equipment**

<table>
<thead>
<tr>
<th>YES</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enclosed equipment cleaned of all combustibles</td>
<td></td>
</tr>
<tr>
<td>Containers purged of flammable liquids/vapors.</td>
<td></td>
</tr>
<tr>
<td>Pressurized vessels, piping and equipment removed from service, isolated and vented.</td>
<td></td>
</tr>
</tbody>
</table>

**Fire watch/Hot Work area monitoring**

<table>
<thead>
<tr>
<th>YES</th>
<th>NA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire watch will be provided during and for 30 minutes after work, including any coffee or lunch breaks.</td>
<td></td>
</tr>
<tr>
<td>Fire watch is supplied with suitable extinguishers, and where practical, a charged small hose.</td>
<td></td>
</tr>
<tr>
<td>Fire watch is trained in use of equipment and in sounding alarm.</td>
<td></td>
</tr>
<tr>
<td>Fire watch may be required in adjoining areas, above and below.</td>
<td></td>
</tr>
</tbody>
</table>

**Other precautions taken** (explain below if checked)

<table>
<thead>
<tr>
<th>YES</th>
<th>NA</th>
</tr>
</thead>
</table>

* Permit is good for a maximum of 8 hours.