



Instructions

This form must be completed by any person planning to conduct a hot work operation or their supervisor prior to beginning hot work (e.g., welding, cutting, brazing, etc.). If completed via DocuSign, the form will be sent to the Environmental, Health, and Safety Department’s Fire and Life Safety Team for approval. If you are not using DocuSign, once the form is completed, send a copy of the form to firesafety@kennesaw.edu. Fire and Life Safety personnel may request to perform an inspection of the work area prior to work beginning. Arrangements must be made with EHS Fire & Life Safety Office to prevent fire alarm activations due to work being performed and to verify the sprinkler system, where provided, is in service. Please review the Welding, Cutting, and Brazing Safety program before submitting this form.

Contact Information

Name of Person Performing Hot Work		Phone	
		Email	
Name of Person Witnessing Hot Work (Fire Watch)		Phone	
		Email	
Department or Company Name			

Description

Job Name/Number		Campus	<input type="checkbox"/> Kennesaw
			<input type="checkbox"/> Marietta
Building Name and Number		Floor and/or Room Number	
Type/Description of Work			
Requested Area		Requested Area	
Inspection Date		Inspection Time	
Work End Date		Work End Time	

Preparation Questions

	Yes	No
A serviced and charged 10 lb. ABC fire extinguisher(s) is/are onsite.		
All equipment to be used has been inspected and is in good repair.		
A responsible Fire Watch has been assigned to watch for dangerous sparks in the area, as well as floors above and below, and will remain on the jobsite for a minimum of 1 after the completion of hot work.		
Flammable liquids, vapors, dusts, lint, or equipment containing such materials are removed from the work area.		
Materials that cannot be moved are protected with noncombustible material or cover.		
Floor openings within 40 feet are tightly covered.		
Floors/surrounding area are clear of combustible materials within 35 feet.		