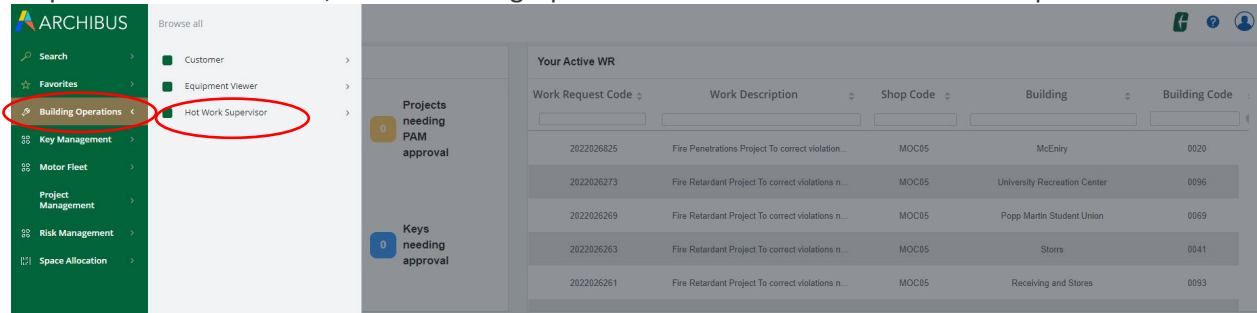




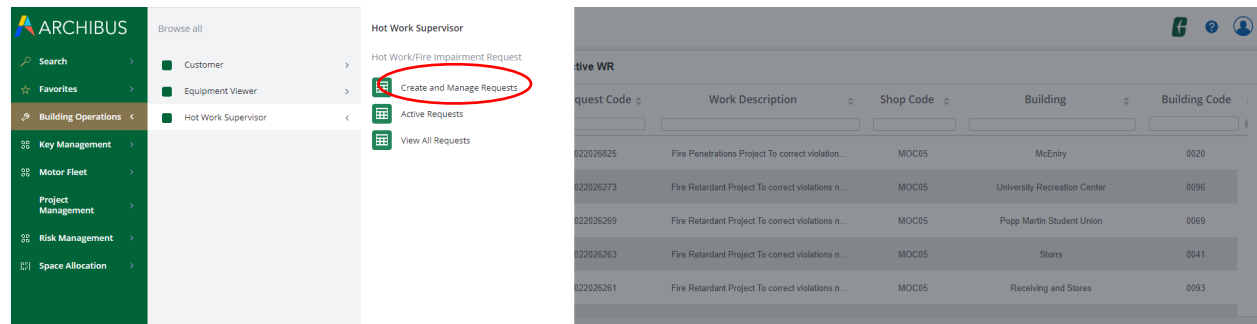
How to submit a request for a Hot Work Permit?

Step 1 - Log into [Archibus](#) using your NinerNet username and password:

Step 2 – In the left column, select “Building Operations” and then select “Hot Work Supervisor”



Step 3 – To create a hot work permit, select “Create and Manage Requests”



Step 4 – Select “New Request”.

ARCHIBUS Create and Manage Requests

HW / FI Requests **New Request**

0 selected Print Selected

<input type="checkbox"/>	Request ID	Requested Start Date	Requested End Date	Status
<input type="checkbox"/>	8729	6/18/2021	6/18/2021	Completed
<input type="checkbox"/>	10090	4/4/2022	4/5/2022	Not Submitted

Step 5: Once “New Request” is selected, begin completing the required fields. Once all information is added, click on “Save”.

ARCHIBUS Create and Manage Requests

HW / FI Requests **New Request** Hot Work / Fire System Impairment Request **Save**

Type of Request Hot Work - Internal Hot Work - Contractor Fire System Impairment

Status

Contact Fire Alarms System Group?

Name of Hot Work Operator*

Operator Contact Information*

Name of Hot Work Operator Supervisor*

Supervisor Contact Information*

Name of Fire Watch*

Type of Work* Other

Type of Work being Performed*

Building Number*

Building Name

Floor Number(s)

Room Number(s)

Specific Location(s)

SAFETY PRECAUTIONS

1. Appropriate arrangements have been made with the Facilities Management Fire Alarm Group to prevent the accidental activation of the fire detection and alarm systems.
2. A responsible fire watch has been assigned to watch for dangerous fire situations, as well as floors above and below and will remain on the job site for 30 minutes after completion of hot work.
3. All equipment to be used is in good working condition, ventilation is adequate, and flameproof screen/ shields available.
4. Appropriate fire extinguisher equipment is within 10 ft. of work area. (Note: Hot work operators must provide their own fire extinguishers).
5. Floor openings within 35 feet are tightly covered.
6. Floors and surrounding area are clear of combustible materials within 35 feet of the hot work area.
7. Materials that cannot be moved are protected with noncombustible material or cover.
8. There are no flammable liquids, vapors, dusts, lint or equipment containing such materials in the area.
9. If hot work is accessible to other people, please ensure CAUTION HOT WORK IN PROGRESS STAY CLEAR warning signs are posted in a visible location.
10. If confined space entry or lock out tag out is required I will contact the Environmental Health and Safety office.

I VERIFY THE INFORMATION ON THIS HOT WORK PERMIT IS CORRECT

Accept

Step 6: Click on Submit Request

NOTE: This request has NOT been submitted. Please click Submit Request when you are done

How Work/Fire Impairment Request ID 9972

Type of Request: Hot Work - Internal Hot Work - Contractor Fire System Impairment

Status: Not Submitted

Contact Fire Alarms System Group?

Name of Hot Work Operator* test

Operator Contact Information* 704-687-1111

Name of Hot Work Operator Supervisor* test

Supervisor Contact Information* test

Name of Fire Watch* test

Type of Work* Other

Type of Work being Performed* test

Building Number* 3008

Building Name Facilities Annex Eight (EHS)

Floor Number(s) test

Room Number(s) test

Step 7: For Permit Authorizing Individuals (PAI) Only

- Review the permit and acknowledge or deny the permit as deemed necessary.

Hot Work / Fire System Impairment Request

Save Comments Print Save Acknowledge Deny

How Work/Fire Impairment Request ID 9811

Type of Request Hot Work - Internal Hot Work - Contractor Fire System Impairment

Status Pending