*Insert Agency/Company Name*

Construction and Demolition Site

FIRE SAFETY PLAN

**FOR**

*Insert Project address*

**Prepared May 30, 2024**

Produced By:*Name and contact information of preparer*

Telephone: *Phone number of preparer*

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1.0 Fire and Building Code Requirements

*All demolition and construction sites require a fire safety plan in conformance with Sections 2.8 and 5.6 of the National Fire Code. The fire safety plan shall be forwarded (as a PDF doc) to the Authority Having Jurisdiction (AHJ) fire department for review prior to the commencement of construction or demolition operations. The fire safety plan must be reviewed and updated as construction/demolition progresses.*

1.1 National Fire Code of Canada 2020 – Relevant Sections

***2.8.2.9. Hot Works***

1. *The fire safety plan for areas where hot works are conducted shall include the safety measures described in Section 5.2*

***2.8.2.Construction and Demolition Site***

1. *Except as required in Sentence (2), prior to the commencement of construction, alteration or demolition operations, a fire safety plan shall be prepared for the site that includes* 
   1. *the designation and organization of site personnel to carry out fire safety duties, including a fire watch service if applicable,*
   2. *the emergency procedures to be followed in the event of a fire, including*
      1. *initiating a fire warning,*
      2. *notifying the fire department,*
      3. *instructing site personnel on the procedures to be followed once the warning has been initiated, and*
      4. *confining, controlling and extinguishing the fire,*
   3. *measures for controlling fire hazards in and around the building (see Note A-2.8.2.11.(1)(c)), and*
   4. *a maintenance procedure for firefighting measures required in Section 5.6.*
2. *Where construction, alteration or demolition operations are carried out in an existing building that is required to have a fire safety plan conforming to this Section, the fire safety plan shall take into account the changes occurring to the building.*

***2.8.2.12. Retention of Fire Safety Plans***

1. *The fire safety plan shall be kept in the building for reference by the fire department, supervisory staff, the authority having jurisdiction, and other personnel.*
2. *The fire safety plan for a building within the scope of Subsection 3.2.6. of Division B of the NBC shall be kept at the central alarm and control facility.*
3. *The fire safety plan for a building or facility within the scope of Sections 3.1., 4.1., and 5.1. shall be kept at the principal entrance to the building or facility.*

***2.8.2.13. Distribution***

1. *A copy of the fire emergency procedures and other duties for supervisory staff, as laid down in the fire safety plan, shall be given to all supervisory staff.*

***2.8.2.14. Posting of Fire Emergency Procedures***

1. *At least one copy of the fire emergency procedures for a building or part of a building shall be prominently posted in each floor area.*
2. *At least one copy of the fire emergency procedures for an outdoor storage site shall be prominently posted at the outdoor storage site.*
3. *In every hotel and motel bedroom, the fire safety rules for occupants shall be posted showing the locations of exits and the paths of travel to exits.*
4. *Where a fire alarm system has been installed with no provisions to transmit a signal to the fire department, a sign shall be posted at each manually actuated signalling box requesting that the fire department be notified, and including the telephone number of that department.*

2.0 PROJECT TEAM CONTACT NAMES AND PHONE NUMBERS

**GENERAL CONTRACTOR:**

**TELEPHONE:**

**PROJECT MANAGER:**

**TELEPHONE:**

**SITE SUPERVISOR:**

**TELEPHONE:**

**PROPERTY OWNER / REPRESENTATIVE:**

**TELEPHONE:**

*Add other relevant project team members and contact information.*

3.0 EMERGENCY AND CRITICAL PHONE NUMBERS

**Fire Department** 911

**Police Department** 911

**Ambulance** 911

**Fire Department Non-Emergency**.

**Police/RCMP Non-Emergency**

**Fire Alarm Service** *Insert Company Name*……… *Phone #*

**Sprinkler Service**………... *Insert Company Name*.………. *Phone #*

**Fire Alarm Monitoring**…….*Insert Company Name*………*Phone #*

**Local Authority**………………………………………………………………

***Local Authority* Building Inspector**………………………..(250) 769-2431

**Fortis BC (Emergency Number)** …………………………. 1-800-663-9911

**BC Hydro** …………………………………..………………….1-800-224-9376

4.0 PROJECT SUMMARY

**Nature of Work**

* Brief discussion of the project, types and numbers of buildings and other relevant details

**Project Phases**

* *Phasing details if a multi-building facility. Include plans to occupy in stages as well.*

**Timeline**

* Project Start:
* Excavation of First Building:
* Occupancy Dates:
  + Building 1:
  + Building 4:
  + Building 2:
  + Building 3:
  + Building 5:

**Hours of Work**

* Monday to Friday:
* Saturday:

**Workforce**

* Number of Workers: *Numbers, distribution,* *special circumstances*

**Fire Safety Plan Storage**

* *Where will plan be stored- accessible to site personnel?*

**Updates for Occupied Buildings**

* An updated fire safety plan will be resubmitted for approval before the start of each phase where part of the building continues to be occupied.

5.0 BUILDING DESCRIPTION

No. of Buildings:

No. of stories above grade:

No. of stories below grade:

No. of suites:

Year of Construction:

Main Construction Materials: *Describe structure, framing, foundations, etc.*

Exterior Finish: *Describe cladding type*

Roof Construction: *Describe roofing systems, including structure*

Interior Construction and Finish: *Describe interior finishing – walls, finishes, flooring, etc.*

6.0 FIRE HAZARDS

**Measures for Controlling Fire Hazards**

Potential fire hazards onsite include gas and diesel fuel. *Describe where fuels including gas, diesel, and propane will be stored and distributed.*

Storage of flammable and combustible liquids, fuel-fired equipment and compressed gas is prohibited from being stored inside a shipping container *unless additional venting/marking* in conformance with the ***Local Authority’s*** shipping container venting requirements and a ***Local Authority*** compliance site inspection is completed. If additional fuel storage is required, the Site Supervisor will procure approved storage facilities and update the Construction Site Fire Safety plan.

***When and what type of heating will be used during construction and during which phases?***

Fire extinguishers will be strategically placed in red boxes throughout the site. These box locations are still to be confirmed but will likely be placed at the ends of each building. Additionally, an ABC fire extinguisher will be stored in the fuel storage areas.

**Smoking Policy and Designated Smoking Areas**

Per OHS regulations, all employees must adhere to "No Smoking" policies and are only permitted to smoke in designated areas. These designated smoking areas will be marked as "Smoking Permitted" areas.

Smoking is prohibited within 3 meters of any doorway or window.

***Where is/are the designated smoking area(s)?***

7.0 FIRE EMERGENCY PROCEDURES

**IF YOU DISCOVER A FIRE**

1. Never turn your back on the fire.

2. Activate the fire alarm / sound the air horn for three long blasts.

3. Notify the fire department. Call 911.

4. Attempt to confine and/or control the fire only if it is safe.

5. If fire cannot be controlled, evacuate and report to the evacuation assembly area.

6. Close all doors and shut off the electricity/fuel source if it is safe.

7. Do not re-enter the site until instructed by the fire department.

**IF YOU HEAR THE FIRE SIGNAL**

1. Whoever notices the emergency will notify everybody onsite of the emergency per the site-specific emergency response plan.

2. Everybody onsite will evacuate and proceed directly to the assigned muster station(s) in an orderly fashion. Each foreman must count their workers and confirm with the Site Supervisor that all employees are in the muster point.

3. The Fire Department is to be notified by the site supervisor. If you cannot confirm that the Fire Department has been called, call 911.

4. Everybody will remain at their muster station until otherwise directed

5. The site supervisor or designate will ensure emergency services have been notified and given instructions for safe site access

***Update this to reflect local and agency requirements and policies.***

8.0 FIRE PREVENTION AND PREPAREDNESS

* Smoke only within designated areas.
* A hazard assessment and management plan must be completed before any hot works are performed onsite and a hot works permit is issued.
* Be alert around electrical equipment. When electrical equipment is not working correctly or if it gives off an unusual odour - often the first sign of a problem that could cause a fire - disconnect the equipment and notify site supervisor ***insert contact information*.**
* Promptly replace any electrical cord that is cracked or has a broken connection.
* When using extension cords, protect them from damage: do not put them across doorways or anywhere they will be stepped on or chafed. Check the amperage load specified by the manufacturer or the "listing laboratory," and do not exceed it.
* Temporary electrical installations shall conform with the electrical safety regulations.
* Keep all heat-producing appliances away from the wall and anything that might burn. Follow the manufacturer's specifications for clearances on certified heating equipment.
* Fuel supplies for heating equipment conform to the gas safety regulations.
* Ensure all appliances in your area - coffee makers and heaters - are turned off when unused. It's best to assign one person to make this check every day.
* Keep storage areas, stairway landings and other out-of-way locations free of waste paper, cardboard, dirty rags and other materials that could fuel a fire.
* Move accumulations of construction refuse to a safe location.
* Report fire hazards to the site supervisor.

8.1 FIRE PREPAREDNESS

* Know the location of two exits closest to your work area.
* During site orientation, each worker will be informed of the safety locations.
* Know where the nearest fire alarm pull station is located. Be aware that the fire alarm system may not be operational through construction, requiring the operation of the emergency notification system.
* Safety stations are located near the stairs of each building. The nearest safety station will have an airhorn and fire extinguisher.
* Know the location and types of fire extinguishers at the job site.
* Know the emergency procedures outlined in this fire safety plan.
* Be familiar with the location of the evacuation assembly area (muster area). The evacuation assembly area for this job site is ***specify location and update if changes are required***.

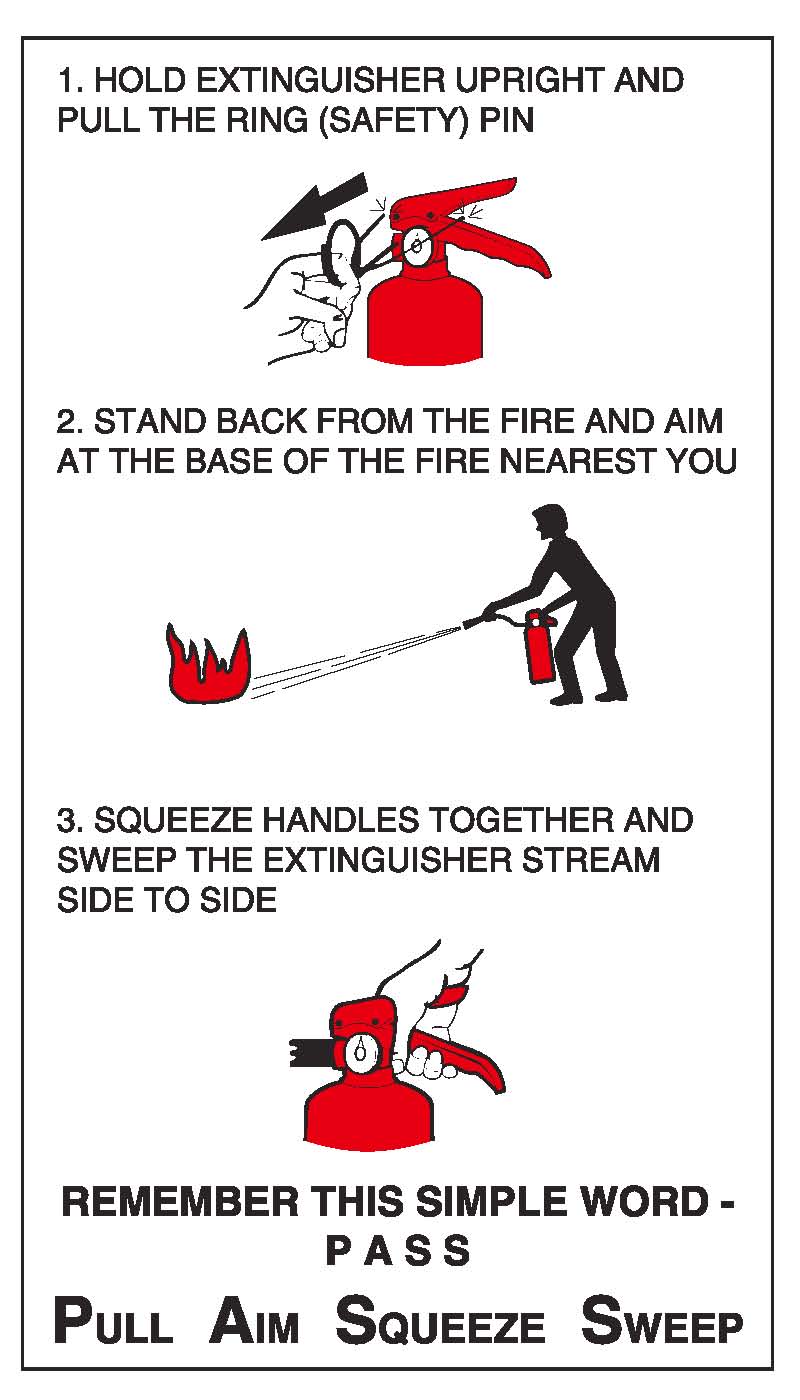
8.2 FIRE EVACUATION

* The fire evacuation notice ***Insert agency procedures***
* While exiting, walk and do not run.
* Shut all doors behind you.
* Alert those who have difficulty hearing that an emergency evacuation is in progress.
* Stay as low as possible if you must use an escape route with smoke. Crawling lets you breathe the cleaner air near the floor as you move toward the exit.
* Before you open a closed door, feel it with the back of your hand. If it is hot, leave it closed and use your alternate escape route. If it feels normal, brace your body against the door and open it a crack - be prepared to slam it shut if heat or smoke starts to rush in.
* If all exits are blocked by fire or smoke, enter a room, preferably with an exterior window, and seal the cracks in the door with available materials to prevent smoke from entering the room. Call 911 to report your situation.
* When you have reached the outside of the building, report to the designated evacuation assembly area.
* Do not enter the job site again until a fire department officer permits.

8.3 PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers shall be conspicuously located where they are readily accessible and immediately available in the event of fire.

* Fire extinguishers shall have a minimum rating of 3A:20BC.
* The minimum travel distance to a fire extinguisher shall not exceed 75 feet.
* A fire extinguisher having a minimum rating of 4A:40BC shall be located within 30 feet of:
  + where hot work operations are carried out
  + the storage or usage of flammable liquid or gases
  + storage of combustibles
  + fuel-fired equipment is used



8.4 FIRE PROTECTION SYSTEMS

***Update to reflect actual practices and local requirements.***

The building's fire protection system(s) may not remain operational throughout the construction, alteration or demolition.

Onsite **fire hydrants** will not be activated until later in the project. A securely affixed garbage bag will cover all non-operational hydrants, and the Site Supervisor will notify the Fire Department and onsite staff of their status.

A fire protection system status report will be posted at the entrance to each building on the site advising occupants on fire and smoke detection, sprinkler system, and fire alarm system status. Fire prevention and mitigation measures will be communicated to all employees based on the status of fire protection and detection systems.

Where the building has been completed, occupied by residents, and the fire protection systems have been activated but require deactivation for any reason, a hazard assessment and abatement plan will be developed that will describe which parts or zones of the fire alarm or sprinkler system is to be temporarily shut down.

The following alternative measures shall be considered to ensure protection is maintained:

* a fire watch shall be established
* portable fire extinguishers shall be in place
* A temporary fire department connection shall be connected to the sprinkler system, where the system has been activated and is operational, whether the building is occupied or not.
* Sprinklers removed from service will be replaced with temporary smoke detectors.
* The fire department should be advised of the interruption in protection.

8.5 PREVENTING FALSE ALARMS

Activation of the fire alarm system during construction is typically caused by welding fumes, painting fumes, drywall dust and damage to fire alarm wiring and devices.

The fire department encourages you to reduce the number of false fire alarms by considering the following:

* **Regular maintenance**. Fire alarm systems should receive regular maintenance and testing to ensure they function correctly (as per CAN/ULC-S536 - Standard for inspecting and testing fire alarm systems). Notify your alarm company before testing or repairing the system. At home, use your vacuum cleaner to clean your smoke detector regularly.
* **Plan**. If you plan to conduct hot works (soldering/welding), spray paint, sanding or anything else that produces a significant amount of visible dust, there's a good chance that you will activate the smoke detector. Notify your alarm monitoring company before doing anything you suspect will set the fire alarm off.
* **Proper installation**. Ensure fire alarm equipment is installed correctly, and treat your system carefully. Notify your alarm service company of any damages and have repairs conducted by a certified technician.
* **Contact information**. Ensure your alarm monitoring company has your correct contact information.
* **Fire Department Response**: Emergency Services will respond to all reported false fire alarms to any business requiring a fire alarm system, per the British Columbia Building Code.
* **If the fire alarm system has been activated, but you're not sure why**:
  + Do not reset the fire alarm system.
  + Evacuate the building as per the Fire Safety Plan.
  + Phone 9-1-1.
  + The fire department will search for the cause of the activation and ensure the building is safe before occupants re-enter the building. The building owner or responsible party will be advised what must be done to rectify the situation.
  + A follow-up by the Fire Department with the building owner will ensure the fire alarm system is functioning correctly.

If any activation of a fire alarm system has been done maliciously, this is considered a criminal act under Section 437 of the Criminal Code of Canada, and charges may be laid.

Common causes of fire alarms include:

* cooking
* faulty alarm panel
* faulty detector
* smoke detector activated by dust
* technician working on the system
* steam
* homeowner testing the alarm; fire drills involving activation of the fire alarm system where Emergency Services has not been notified
* construction processes
* sprinkler malfunction, causing an alarm to be activated

8.6 FLAMMABLE AND COMBUSTIBLE LIQUIDS

* Store flammable liquids securely in designated storage areas away from other combustible materials.
* Use only approved safety containers to carry, dispense and store liquids, and ensure contents are appropriately marked.
* Use only approved storage cabinets.
* Limit the quantities of liquids.
* Fueling of tools, equipment and vehicles may only be done in designated locations away from construction materials, structures and ventilation equipment.
* Bollards or similar barriers must protect fuel storage and refuelling equipment to prevent mechanical damage and possible spills.
* Fuel spills will be reported to the site supervisor, who will implement appropriate reporting, mitigation and cleanup measures.

9.0 FIRE WATCH PROCEDURES

A Fire Watch is required when alternative fire detection and monitoring measures are needed, fire protection systems are shut down or inoperative (i.e. interruptions), or construction activities like hot works have been undertaken. The purpose of the fire watch is to ensure that any potential fire emergency is identified and managed before becoming a conflagration.

Types of interruptions to fire alarm or sprinkler systems include, but are not limited to:

* periodic inspection or testing,
* maintenance and repairs of the fire alarm or sprinkler systems,
* Welding, cutting, or soldering work,
* Torch on roofing,
* Any other activity that elevates the risk profile of the building based on a hazard assessment of the facility.

9.1 WHAT ARE YOUR RESPONSIBILITIES?

Alternative measures related to detecting, reporting, and extinguishing fires are intended to augment automated systems and meet the requirements of the local fire department/authority having jurisdiction (AHJ). They are typically in the form of a fire watch. A fire watch is only intended as a short-term alternative that permits continued building occupancy or completion of processes that elevate fire risk to complete building construction or maintenance programs. Immediate action should be taken by the building owner, business operator, or management firm to correct issues on the particular system, which is temporarily out of service or inoperative. During construction activities, Fire Watch allows otherwise hazardous activities to be performed in buildings lacking completed fire protection safeguards to be done safely.

A fire watch can be provided by a responsible occupant, employee, or contracted security guard whose sole responsibility is to provide a fire watch. Anyone assigned to Fire Watch must be trained in emergency procedures, including recognizing an emergency, using suppression resources on site, and having the authority to activate external emergency response services like the fire department.

Appropriate alternative measures shall be in the form of a fire watch with the following requirements:

1. **Dedicated fire watch personnel utilized/employed for fire watch service in a facility/building shall have knowledge of and be capable of performing the following functions**:
   1. Recognizing an emergency.
   2. Transmitting an emergency warning to facility/building occupants. Transmitting an emergency message to 911.
   3. Operating equipment required for fire control and emergency warning processes.
   4. No other duties shall interfere with a fire watch personnel's duties.
   5. A sufficient number of fire watch personnel shall be utilized/employed to make at least one complete patrol of the area to be protected, including stairwells, every 60 minutes or less, depending on the risk and requirements of the AHJ.
2. **Fire Watch requirements during shutdown of fire protection systems or while hazardous operations are being undertaken will include the following**:
   1. Fire Watch protocols will be specific to why a Fire Watch process is implemented. A workplace hazard assessment will be conducted, documented and inform required Fire Watch procedures for the particular event, including patrol route tracking and special suppression instructions.
   2. A process shall be in place to track the patrol route. An operating procedure will be developed and updated as the site changes through the construction process. The procedure will be updated and added to this plan.
   3. Each fire watch personnel shall be provided with a means of communicating with 911 both within and outside the facility/building required to be protected. (Cellular phone is acceptable).
   4. Each fire watch personnel briefing shall include the following:
      1. Nature of the fire hazard concerns related to the Fire Watch assignment,
      2. Frequency and focus of patrol,
      3. Entry and egress instructions, including what to do if there is smoke reducing visibility,
      4. Route to be followed during patrol,
      5. Details to be observed during the patrol,
      6. Situations that require notification of emergency personnel,
      7. Operations of special suppression equipment or processes and
      8. Any other matter required to ensure the effectiveness of the Fire Watch
   5. **A fire watch shall be maintained until the fire alarm or sprinkler system is fully operational or until regular personnel return to the work area and can assume responsibility for the building.**
      1. The Fire Watch personnel and the site Supervisor/supervisor/responsible party will conduct a handover of responsibility for the building.
   6. **NOTE**: Only those zones or areas affected by shutdown or inoperative must have a fire watch.

9.2 DUTIES OF FIRE WATCH PERSONNEL

* Keep a diligent watch for smoke or fire in affected areas,
* Patrol the affected area at least once per hour on a 24-hour basis while the building is occupied
* Keep a logbook and record the time each patrol was completed and initial each entry,
* Monitor the site for unauthorized entry,
* Have fire-extinguishing equipment readily available and be trained to use it,
* Call 911 via a cell phone in the event of a fire, and
* In case of a fire, activate the emergency site notification procedure to ensure that everyone is aware of the emergency in the event of a fire.

10.0 HOT WORKS

This part shall apply to hot works involving open flames or processes that produce heat or sparks, including, but not limited to, cutting, welding, brazing, grinding, adhesive bonding, thermal spraying and thawing pipes.

Hot works shall be performed only by trained personnel following a hazard assessment and abatement plan and issuance of a hot works permit for the specific task.

A hazard assessment shall be performed before any hot work operations. The hazard assessment will inform an abatement strategy to reduce the potential of an accidental fire on site. The assessment and abatement strategy will be documented and communicated with site personnel.

At least one portable fire extinguisher shall be in the hot work area.

10.1 PREVENTION OF FIRES

Hot work equipment shall be examined for leaks or defects before each use. Defects shall be repaired before use.

Combustible and flammable material within 15 metres of hot work shall be protected against ignition.

A fire watch shall be provided during the hot work and at least 60 minutes after completion.

Recheck the hot work area 4 hours after finishing and before people leave the site.

Openings in walls, floors or ceilings shall be covered to prevent the passage of sparks into adjacent areas.

10.2 AUXILIARY HEATING EQUIPMENT

A hazard assessment and abatement plan will be developed and implemented where the site requires auxiliary heating equipment.

The plan will include:

* Housekeeping instructions to minimize the presence of combustible materials in the area of the heating unit,
* Inspect the heating equipment, including ducting, to ensure that it meets minimum fire resistance standards and is certified for the function.
* Fuel lines and canisters/connections are in good repair and meet gas or other applicable codes.
* Ventilation of exhaust gases reflects provincial Occupational Health and Safety Regulations and requirements.

10.2 EQUIPMENT NOT IN USE

All valves shall be closed, and gas lines will be bled when compressed gas is not used.

Electric hot work equipment shall be de-energized when not in use.

10.3 Combustible and Flammable Liquid Storage

Combustible and flammable liquids, including diesel fuel and gasoline, shall only be stored in approved containers and enclosures as directed by the Site Supervisor.

Combustible and flammable liquids will only be stored in enclosed cabinets that comply with the National Fire Code, Part 4 Flammable and Combustible Liquids.

11.0 FIRE DEPARTMENT ACCESS

Unobstructed access to onsite and public fire hydrants and fire department connections shall always be maintained. Construction activities, including large deliveries, must be carried out to support access to all construction site areas.

Access routes for fire department vehicles will be maintained and kept free of obstructions. Vehicles will not be parked in a manner that obstructs these access routes, and signs will be posted to prohibit such parking.

Any access panels or windows provided to facilitate firefighting operations will always be clear of obstructions.

***Describe status and locations of access route, on and off site hydrants, and other issues that may affect access for firefighting.***

A map of a lot

Description automatically generated

Figure 1: Site plan of the site as approved by AHF

12.0 SITE DRAWINGS

12.1 SITE PLAN

Aerial view of a construction site

Description automatically generated

A blueprint of a building

Description automatically generated

13.0 Worker Sign-off Acknowledgement

\*\*The following sheet should be signed by all workers involved in the project and kept as a record of their fire safety training.\*\*

I, [NAME], acknowledge that I have received, read, and understood the fire safety information in this manual. I know my roles and responsibilities in preventing fires and protecting myself and others from fire hazards and emergencies. I agree to follow the fire safety rules and procedures outlined in this manual and to report any fire hazards or incidents to my supervisor or the site manager.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

14.0 Fire Safety System Status Report (Sample)

**FIRE SAFETY SYSTEMS STATUS REPORT**

**BUILDING INFORMATION**

**Building Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**Building Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**Date Prepared:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**FIRE ALARM SYSTEM**

**System Status (Working/Not Working):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**In Case of Fire:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**SPRINKLER SYSTEM**

**System Status (Working/Not Working):** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**In Case of Fire:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**OTHER PROTECTIVE SYSTEMS**

**System Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**System Status (Working/Not Working):** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**In Case of Fire:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**ADDITIONAL INSTRUCTIONS**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

**SIGNATURE**

**Name:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_ **Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_

15.0 Hot Work Permit Request (Sample)

**HOT WORK PERMIT REQUEST**

**Hot work permits are required for any operation involving open flame, sparks, or heat-producing process. This includes, but is not limited to, brazing, cutting, drilling, welding, grinding, soldering and torch work.**

The person performing the hot work must complete this form and submit it to the Site Supervisor for approval before beginning the project.

**General Information**

|  |  |  |
| --- | --- | --- |
| Company: | | |
| Responsible person: | | Phone number: |
| Date work to be performed: |  | Start time: AM / PM |
| Building: | | |
| Room number/area/equipment: | | |
| Type/location of work to be performed: | | |
|  | | |

Welding/Pipe Thawing  Cutting  Grinding Soldering  Drilling

Brazing  Torch-applied roofing  Electric tools  Other heat-producing process

**Planned Safety Precautions**

|  |  |
| --- | --- |
|  | Perform fire watch. (List designated person(s)) |
|  | Remove flammable and combustible materials within 35 ft. of the work zone. | |
|  | Guard flammable and combustible materials that cannot be removed. | |
|  | Maintain appropriate and adequate fire extinguishers. | |
|  | Sweep floors within a 35-ft radius of the work zone. | |
|  | Protect floors within the 35-ft radius of the work zone by wetting, covering them with damp sand, or using fire-resistant shields. | |
|  | Protect or shut down ducts and conveyors. | |
|  | Protect walls, partitions, ceilings and roofs with fire-resistant shields or guards. | |
|  | Other | |

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