

A CONTINUING PROACTIVE EFFORT TO  
PROVIDE A SAFER WORKING ENVIRONMENT

University of Southern Maine  
Office of Campus Environmental Safety & Health

**HOT WORK PERMIT**

To be issued for all **temporary** hot work inside buildings or outside if adjacent to buildings.  
*(Good for 12 Hours Only)*

Campus: \_\_\_\_\_ Permit #: \_\_\_\_\_ Date: \_\_\_\_\_

(Permit numbers are assigned by campus location indicator: P=Portland, G=Gorham, LA=LAC;  
example P-1, P-2, etc.)

**Permit to be Posted on Site**

(Check Each Item That's Applicable)

- Flammable materials have been removed from the area including poly drops, etc.
- Fire extinguishers are available in work area.
- Area adjacent has been notified.
- Fire watch provided.
- Gas cylinders are secure and at a safe distance.
- Work area cleared of loose combustible materials.
- Portable ventilation necessary.
- Wherever practical, all welding and cutting operations shall be shielded by noncombustible or flame proof screens or blankets.
- Permit posted.
- Life safety equipment could be affected.

**Job to be Performed:** \_\_\_\_\_

**Site Location** \_\_\_\_\_

**Employees Doing the Work:** \_\_\_\_\_

**Permit Issued by:** \_\_\_\_\_

**Valid from** \_\_\_\_\_ **to** \_\_\_\_\_

**Contractors doing hot work are required to have a permit.**

**PERMIT CLEARANCE RETURN**

The work area has been checked 30 minutes after work completion.

**Signature:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Return a copy to USM Office of Campus Environmental Safety & Health

**CAUTION:** If a fire breaks out, call **911**, pull the hook, and evacuate immediately.