

# HOT WORK PERMIT

**This permit is only valid if approved and signed by  
Trinity University's Department of Environmental Health and Safety (EHS).**

**This permit must be posted at all times during Hot Work operations, and is only valid for three days. A new permit must be submitted on the fourth day of operations if the project exceeds three days.**

Contractors and individuals performing Hot Work operations shall ensure that all guidelines below are followed prior to commencement of any Hot Work.

1. Adequate ventilation must be provided in the Hot Work area.
2. The welding/cutting of pipes in contact with walls made of wood or other combustible materials must be closely monitored.
3. A fire watch must be maintained, if necessary, in areas where combustible materials cannot be safely segregated or where sparks may impact lower levels in case of elevated work.
4. A fire watch must be maintained if the building sprinkler system is impaired.
5. Cutting/welding equipment must be well secured and thoroughly checked for proper operation before starting Hot Work.
6. Fire Extinguisher must be readily available.
7. All necessary precautions must be maintained to prevent false fire alarms.
8. In case of an emergency, call the Trinity University Police Department at 210-999-7000.

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|---|--|
| Type of work  |  |
| Contractor's name   |  |
| Building name   |  |
| Specific location(s) of Hot Work (i.e. floor and room number) |  |
| Date(s) of Hot Work (3 days maximum)                          |  |

By signing below, you agree to comply with the guidelines listed above. Submit permit to EHS ([ehs@trinity.edu](mailto:ehs@trinity.edu)) once completed and signed below.

\_\_\_\_\_  
Permit Requestor (print and sign name)                      Emergency Contact #                      Today's Date

\*\*\*\*\* EHS use only \*\*\*\*\*

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Approved by (print and sign name)                      Valid Date(s) of Permit