**Hot Work Request Guidelines (FOD Buildings)**

**A Hot Work Permit is required for any temporary work involving open flame, sparks or heat**

1. Download the following form: <https://ehs.osu.edu/sites/default/files/hot_work_permit_2020_fillable.pdf> from the EHS website. Complete the form and send it to Taylor Allen ([allen.1517@osu.edu](mailto:allen.1517@osu.edu))

in EHS. Once EHS has confirmed the work area is safe to proceed they will sign off on the form and send it back to you.

1. The Project Manager will need to email Service to Facilities (S2F) at service2facilities@osu.edu and create a “Hot Work” S2F Request or go to <https://s2f.osu.edu/home>and create the S2F Request.
2. The following is required information on the S2F Request:
   1. **The above signed EHS form MUST be attached to the work order**
   2. Common Problem: Hot Work\*
   3. Priority: “Date Specific”
   4. Shop: “Fire and Life Safety”
   5. Requester’s Name
   6. Requester’s phone number
   7. Requester’s email
   8. Building
   9. All areas affected by hot work (which zones in the fire panel need disabled)
   10. Job start and finish… dates and times
   11. Job site contact person with phone number
   12. Any special information or requirements should be noted on the work order

# NOTES

* All fire panel disables shall take place Monday - Friday 6am to 7am and re-enables at 3:30pm to 4:30pm. Any overtime requests outside of our normal hours must be noted on the work order.
* Only FOD personnel, FDC project managers (PM), or FDC construction managers (CM) may call in “Hot Work” work orders… **NO CONTRACTORS (contractors must go through FDC PM, FDC CM, or FOD personnel)**.
* 24-hour notice must be given for “Hot Work” requests, except in the case of an emergency.