**HOT WORK/WELDING PRECAUTION CHECKLIST**

Date:_________ Start Time:_______ End Time:_______ (Upon completion of work)

Description of Work:____________________________________________________________

Building:________________________ Area/Room Number:______________

Company:______________________ Supervisor/Responsible Person:______________

Telephone Number:________________________

Weston Fire Department Notified: Yes___ No___ Permit Issued: Yes___ No___

☐ The automatic sprinkler system and other fire safety equipment, if present, must be in service and fully operational.

☐ Provide fire extinguishers, blankets and all other necessary equipment.

☐ The hot work equipment must be in good condition.

☐ Separate hot work operations from combustibles **by at least 35 feet** of open space to isolate fuels from sparks. Within the area:
  
  ○ Clear floors of dust, debris and grease or oils.

  ○ If the floor is made of combustible materials, it must be covered with a fire-resistant tarp.

  ○ Remove flammable liquids like paints, oils, and lacquers.

  Combustibles must be removed from the work area or covered with a fire-resistant tarpaulin. This includes storage or machinery with grease or lint deposits.

  ○ Cover all wall and floor openings.

  Ductwork and duct openings are sealed with metal covers built for the vent, or covered with fire-resistant tarpaulins. Because ductwork can potentially circulate smoke and fire through a facility, it is best to shut the ventilation system down while the hot work is done. Caution must also be taken because, ductwork may be dusty and/or contain combustible insulation material.

  ○ If hot work is conducted near the ceiling, then fire-resistant tarpaulins should be suspended beneath the work to trap sparks.

☐ If hot work is to be done near a combustible wall, then it should be shielded from sparks.

☐ All doors must be closed to prevent sparks from escaping.

☐ For hot work on boilers and/or burners, use only qualified and trained professionals.

**Note: Hot work needs to be completed 30 minutes prior to quitting time and area checked by supervisor for any signs of smoldering fires or embers.**

Signed by: ___________________________ Date: ______________

Responsible Party/Company

Fire Safety Officer Signature: ___________________________ Date: ______________