

fast facts:

HOT WORK PERMIT REQUESTS

THE UTSA HOT WORK PERMIT PROGRAM

The UTSA Fire and Life Safety team administers the UTSA hot work permit system. Any work that produces flame sparks or heat such as welding, cutting, brazing, soldering, and grinding qualifies as hot work. UTSA personnel or independent contractors **MUST** acquire a hot work permit prior to performing any hot work at any of the UTSA campuses and/or satellite locations.

INSPECTION PROCESS

All equipment used during hot work must be available for review at time of the inspection. Equipment must be in good repair with all electrical prongs present, no frayed or damaged electrical cords, and no broken or damaged parts or gauges. A fully charged, 5-pound Class ABC (3-A:40-B:C) fire extinguisher with current annual inspection tags, decals, etc. and an unbroken tamper seal must be on-site in order to obtain a Hot Work Permit.

REQUEST A PERMIT - CONTRACTORS

Contractors must work with project coordinators to request and schedule a hot work permit inspection two (2) working days in advance. Send an Outlook invitation to fire@utsa.edu with a day and time that the contractor will have their spark/flame producing equipment AND their fire extinguisher(s) available for inspection. We may not be able to accommodate short-notice or last minute requests.

REQUEST A PERMIT - UTSA PERSONNEL

UTSA personnel may contact the Office of Risk & Emergency Management department directly to request a permit (fire@utsa.edu or 210.458.5809). Provide us with two (2) working days advance notice and details of work – dates, location, type of work, and personnel assigned to do the work. Fire Extinguishers are available for loan, upon request. UTSA personnel may also obtain a Hot Work Permit at the Fire & Life Safety Office, CRW 1.01.12. We may not be able to accommodate short-notice or last-minute requests.

