



## Georgia Tech Fire Safety Office

### Hot Works Request Online

1. Go to the EH&S website at <https://www.ehs.gatech.edu/fire>
2. Select “Fire Systems Modification”:



3. There you will see different Modifications/Shutdowns that are we do:

#### **Fire Systems Modification/Shutdown Request**

All modification or shutdown requests must be submitted **24 hours** in advance. The GT Fire Safety Office requires approval for the following activities:

- Fire Alarm Testing
- Fire Alarm System Work/Repairs
- Fire Sprinkler Inspections
- Fire Sprinkler Work/Repairs
- Hot Work - Inside Buildings
- Construction - Involving Dust, Sanding, Moisture, Etc.

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To request approval for modification or shutdown, please complete the form below. The GT Fire Safety Office will notify you when your request has been approved.

#### **Type of Request \***

- Hot Work Permit Request
- Fire System Shutdown/Modification Request
- Hot Work Permit Request and Fire System Shutdown/Modification Request

#### 4. Select Hot Work:

- Brazing
  - Cutting
  - Grinding
  - Soldering
  - Sweating
  - Welding
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To request an inspection, please complete the form below. The GT Fire Safety Office will

#### **Type of Request \***

- Hot Work Permit Request
- Fire System Shutdown/Modification Request
- Hot Work Permit Request and Fire System Shutdown/Modification Request

#### 5. Put in your contact information:

##### **Contact Information**

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**Name \***

**Phone Number \***

**Email Address \***

**Department or Company Name \***

## 6. Select the Work details:

**Work Details**

Is this related to a permitted construction/renovation project? \*

Yes  
 No

Person performing fire watch \*

  
  

Person performing hot work \*

  
  

Type of hot work \*

- Select - ▾

Will the Hot Work be performed inside or outside? \*

Inside  
 Outside

If the Hot Work will be performed inside a building, select the "Hot Work Permit Request and Fire System Shutdown/Modification Request" option at the top of this form.

Description or reason for this request \*

7. If this is work relating to a permit, click yes and add permit number.

8. Enter the person who will be performing the Fire Watch and Hot Work

9. Select the type of hot work:

**Type of hot work \***

- Select - ▾

**Will the Hot Work be performed inside or outside? \***

Inside  
 Outside

10. Select building name, floor and room (if this is isolated to a certain location) and dates and time frame:

### Where and when will work occur?

**Building \***  **Floor or room \***

**Start Date \*** Year  Month  Day  **Start Time \*** Hour  : Minute   am  pm

**End Date \*** Year  Month  Day  **End Time \*** Hour  : Minute   am  pm

11. Select the date and time:

### Hot Work Inspection Request

A Fire Safety Specialist will call to confirm the appointment time.

**Requested Date \*** Year  Month  Day  **Requested Time \*** Hour  : Minute   am  pm

12. Select the Hot Work precautions

### Hot Work Precautions

All equipment to be used has been inspected and is in good repair. \*

Yes

Floors and surrounding areas are clear of combustible materials within 35 feet of the work area. \*

Yes

Materials that cannot be moved are protected with approved welding blankets. \*

Yes

Floor openings within 40 feet are tightly covered. \*

Yes

A fire watch has been assigned to the hot works area. Fire watch will remain an hour after hot work is completed. \*

Yes

Appropriate fire extinguishing equipment is on site. \*

Yes

The sprinkler system, if provided, is in service. \*

Yes

There are no flammable liquids, vapors, dust, lint, or equipment containing such materials in the work area. \*

Yes

13. Once completed select the submit button.

14. Once submitted you will get a phone call/email confirmation  
Regarding your request.