



Hot Work Scheduling Request Form

Section 1: Instructions

The Hot Work Scheduling Request Form must be completed by the WCMC staff member coordinating the hot work (i.e., E&M Supervisor, Project Manager). This form must be presented to obtain a Hot Work Authorization Permit.

Complete Sections 2, 3, and 4 of this form, then submit the completed form and copies of the Torch Operator and Fire Guard Certificates of Fitness along with any required FDNY permits to EHS by email (fire@med.cornell.edu) or by fax (expect a slower response time). EHS will contact you to schedule a work site visit or request additional information.

- **Normal business hours requests:** Submit **24–48 hours** in advance
- **Off-hours requests** (including weekends): Submit **at least one week** in advance
- **Emergency work requests:** Submit form and contact the EHS Hot Work Phone number listed below

Once reviewed by EHS, the WCMC Requestor will be emailed a completed copy of this Form.

Section 2: WCMC Requestor

WCMC Requestor Name:	Department:
Signature:	Date:

Section 3: General Information

Hot Work Location/Building:	Floor :	Room:	
Hot work area (be specific):			
Start Date:	Start Time:	End Date:	End Time:
Type:	<input type="checkbox"/> Oxy-Acetylene <input type="checkbox"/> Brazing <input type="checkbox"/> Arc Welding <input type="checkbox"/> Soldering <input type="checkbox"/> Brazing <input type="checkbox"/> Other (list):		
Off-hours/Emergency Request:	<input type="checkbox"/> Before 8am / after 5pm	<input type="checkbox"/> Weekend	<input type="checkbox"/> Emergency
For Off-hours and Emergency Requests, provide the reason the hot work cannot be conducted during normal business hours or provide the reason emergency hot work is needed:			

Section 4: Contact Information

Name of company performing the work:	
Responsible Person for Hot Work Area:	Title:
<input type="checkbox"/> WCMC <input type="checkbox"/> Contractor	Phone/Radio #:

Section 5: EHS Approval

<input type="checkbox"/> Approved <input type="checkbox"/> Not approved (<i>provide details</i>):	Received by EHS – Date:	Time:
Reviewed/Approved by:	Title:	Date:

Section 6: EHS Contact Information

EHS Hot Work Phone Number: 347-735-9262 ▪ Fax: 646-962-0288 ▪ Email: fire@med.cornell.edu

THIS IS NOT A HOT WORK PERMIT
Hot work cannot begin until a Hot Work Authorization Permit is issued by EHS.