

Pre-Hot Work Checklist & Fire Guard Daily Log Book Sheet



Instructions			
<ul style="list-style-type: none"> The Pre-Hot Work Checklist must be completed daily by the Torch Operator or other responsible person, as assigned by the General Contractor prior to the start of hot work. The Fire Guard is responsible for maintaining the Pre-Hot Work Checklist at the work site during the work and making it available for inspection by any representative of EHS or the FDNY. This form must be returned to the General Contractor's representative upon completion of the hot work and the expiration of the fire watch. This form must be maintained on the premises for at least 48 hours after work is complete. 			
Checklist			
1. Equipment			
a. Available sprinklers, hose streams, and extinguishers are available and operable.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
b. Approved actions have been taken to prevent accidental activation of automatic fire detection systems.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
c. Hot work equipment is in good repair.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
2. Requirements within 35 feet of the work area			
a. Flammable liquids, dust, lint, and oil deposits are removed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
b. Floor swept clean.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
c. Combustible floors have been wet down or covered with a fire-resistant sheet.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
d. Other combustibles are removed or protected with a fire-resistant cover or metal shields.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
e. All wall and/or floor openings covered.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
f. Combustibles on other side of walls are moved away.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
3. Fire Watch/hot work area monitoring			
a. Fire watch will be provided during and for at least 30 minutes after hot work is completed.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
b. Fire guard is supplied with fire extinguisher.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
4. Permit and Certificate of Fitness			
a. Site-specific or citywide permit for oxygen and flammable gas is readily available and on-site if using oxygen/flammable gas torch.	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
b. All persons performing hot work hold a valid FDNY Certificate of Fitness (e.g., G-60 COF for torch operator; F-60 COF for fire guard).	<input type="checkbox"/> Yes	<input type="checkbox"/> N/A	
Responsible Person (Torch Operator or other assigned by General Contractor)			
Name			Date
Company		Title	
Signature			
EHS Hot Work Phone Number: (347) 735-9262			



Environmental Health and Safety

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FIRE GUARD DAILY LOG BOOK FOR HOT WORK

- Each fire guard monitoring hot work must complete this log daily.
- Enter a check for each item after verifying it for compliance in each active hot work area. If an item is not compliant and the competent person designated for the hot work operation or the fire guard cannot correct it, then no hot work may proceed in the area, and the permit issuer must be notified.
- Notify personnel of any and all incidents that occur. Fires of all sizes must be reported even if they are immediately extinguished. If a fire cannot be extinguished immediately, contact emergency services (911) directly and activate the building's fire alarm system (use manual pull station).
- Report any fire-related to hot work operations in the comments section of this log.
- Print your name and sign this log at the end of your shift.

Before beginning and while performing Hot Work		Check box if in compliance with statement
Permit	Posted by the fire guard at work area?	<input type="checkbox"/>
Incident Reporting	Radio or phone on hand to notify personnel in case of incident?	<input type="checkbox"/>
Fire Extinguisher	At least a 2-A:20-B:C rated fire extinguisher in work area? For torch-applied roofing systems, a 3-A:40B:C rated extinguisher is required.	<input type="checkbox"/>
Combustibles	No wood, cardboard or other combustibles within 35" of the work area? Blankets protecting gas bottles in use?	<input type="checkbox"/>
Flammables	Gas, Fuel, and other flammables no closer than 35" to the work area?	<input type="checkbox"/>
Fire Guard	Fire guard has unobstructed line of sight of work area?	<input type="checkbox"/>
Comments:		

Name: _____

Signature _____

Fire Guard Certificate of Fitness Number: _____

Expiration Date: _____