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

### Instructions
- 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. [ ] Yes [ ] N/A
- b. Approved actions have been taken to prevent accidental activation of automatic fire detection systems. [ ] Yes [ ] N/A
- c. Hot work equipment is in good repair. [ ] Yes [ ] N/A

#### 2. Requirements within 35 feet of the work area
- a. Flammable liquids, dust, lint, and oil deposits are removed. [ ] Yes [ ] N/A
- b. Floor swept clean. [ ] Yes [ ] N/A
- c. Combustible floors have been wet down or covered with a fire-resistant sheet. [ ] Yes [ ] N/A
- d. Other combustibles are removed or protected with a fire-resistant cover or metal shields. [ ] Yes [ ] N/A
- e. All wall and/or floor openings covered. [ ] Yes [ ] N/A
- f. Combustibles on other side of walls are moved away. [ ] Yes [ ] 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. [ ] Yes [ ] N/A
- b. Fire guard is supplied with fire extinguisher. [ ] Yes [ ] 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. [ ] Yes [ ] 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). [ ] Yes [ ] N/A

### Responsible Person (Torch Operator or other assigned by General Contractor)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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</tbody>
</table>

Signatures

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EHS Hot Work Phone Number: (347) 735-9262
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

<table>
<thead>
<tr>
<th></th>
<th>Check box if in compliance with statement</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Permit</strong></td>
<td>Posted by the fire guard at work area?</td>
</tr>
<tr>
<td><strong>Incident Reporting</strong></td>
<td>Radio or phone on hand to notify personnel in case of incident?</td>
</tr>
<tr>
<td><strong>Fire Extinguisher</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Combustibles</strong></td>
<td>No wood, cardboard or other combustibles within 35” of the work area? Blankets protecting gas bottles in use?</td>
</tr>
<tr>
<td><strong>Flammables</strong></td>
<td>Gas, Fuel, and other flammables no closer than 35” to the work area?</td>
</tr>
<tr>
<td><strong>Fire Guard</strong></td>
<td>Fire guard has unobstructed line of sight of work area?</td>
</tr>
</tbody>
</table>

**Comments:**

Name: ___________________________________________ Signature ___________________________________________

Fire Guard Certificate of Fitness Number: __________________________

Expiration Date: ___________________________________________