

Summary of Changes to the University Hot Work Program

(effective 7/1/25)

The university Hot Work Committee has recently updated the University of Iowa Hot Work Policy. The updated Hot Work policy and other important program details can be found at the Risk Management website: <https://riskmanagement.fo.uiowa.edu/hot-work>. All questions and comments can be sent to Josey Bathke, Chief Risk Officer at risk-management@uiowa.edu or 319-335-0010.

What stayed the same?

1. **Purpose and Scope of the Hot Work Program did not change.** The University of Iowa Hot Work Program requires those who engage in Hot Work operations to comply with university policy. This program applies to all university faculty, staff, students, vendors, or contractors performing Hot Work on behalf of the University of Iowa and all university facilities, including UIHC.
2. **Definition of Hot Work did not change.** It is any operation that produces a flame, heat or sparks such as, but not limited to, electric or gas welding, abrasive cutting, soldering, grinding, torch work, and brazing activities. This includes, but is not limited to, acetylene torches, arc welding equipment, portable grinders, and propane torches. This also includes non-rated electrical tools and equipment when used in a hazardous environment.
3. **A daily Hot Work Permit (yellow permit below) must still be completed daily and posted in a conspicuous location at every location where Hot Work will occur.** The only exception is if the site has been annually certified by Campus Safety or UIHC Fire Safety as Designated Hot Work site (white certificate below).
4. **A post Hot Work fire watch is still required and varies based on the Hot Work activity.** See the policy and/or Hot Work permit for details.
5. **Annual Hot Work training is still required for everyone who will be conducting Hot Work.**

What changes on 7/1/25?

1. **The Hot Work Program Manager role was created.** This person represents the department/unit/college is implementing and monitoring the Hot Work program in their area.
2. **International Fire Code now requires a daily Pre-Hot-Work check be completed for designated Hot Work sites.** The check must be documented daily on a checklist

(sample provided below) which is kept at the Hot Work site for the duration of the Hot Work and then maintained for 48 hours after the Hot Work is completed.

3. **The person/office that is required to retain completed Hot Work Permits for audit has changed to the following:**
 - a. For projects managed by Facilities Management Design & Construction: the general contractor must maintain the completed Hot Work permits for the duration of the project until final acceptance by the university.
 - b. For locations that are not projects managed by Facilities Management Design & Construction: the Hot Work Program Manager must maintain the completed Hot Work permits.
4. **The role of Fire Safety Supervisor is now called Fire Safety Supervisor/Permit Authorizer to match the terminology on the Hot Work Permit.**

University Hot Work Permit (3 pages)

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STOP!

Avoid hot work when possible! Consider using an alternative cold work method.

This Hot Work Permit is required for any temporary operation involving open flames or producing heat and/or sparks conducted outside a Hot Work Designated Area. This includes, but is not limited to brazing, cutting, grinding, soldering, torch-applied roofing and welding.

Instructions for Permit Authorizer

1. Specify the precautions to take.
2. Fill out and keep **Part 1** during the hot work process.
3. Issue **Part 2** to the person doing the job.
4. Keep **Part 2** on file for future reference, including signed confirmation that the post-work fire watch and monitoring have been completed.
5. Sign off the final check on **Part 2**.

HOT WORK BY

- ☐ Employee
☐ Contractor _____

DATE

JOB NUMBER

LOCATION OF WORK (BUILDING/FLOOR/OBJECT)

WORK TO BE PERFORMED

NAME OF PERSON PERFORMING HOT WORK

NAME OF PERSON PERFORMING FIRE WATCH

I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

PERMIT AUTHORIZER (PRINT AND SIGN)

THIS PERMIT EXPIRES ON (LIMIT AUTHORIZATION TO ONE SHIFT):

DATE: _____ TIME: _____ ☐ AM ☐ PM

Note: Emergency notification on back of form.

Additional FM Resources:

Property Loss Prevention Data Sheet 10-3, *Hot Work Management*
Hot Work Permit form (F2630) via fmcatalog.com
Online training at fm.com/training-center
FM Approved equipment via fmapprovals.com



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Part 1

Y NA

- ☐ The fire pump is in operation and switched to automatic.
☐ Control valves to water supply for sprinkler system are open.
☐ Extinguishers are in service/operable.
☐ Hot work equipment is in good working condition.

Requirements within 35 ft. (10 m) of hot work

- ☐ Shield combustible construction using listed (e.g., FM Approved) welding pads, blankets and curtains.
☐ Remove or shield nonremovable combustibles using listed (e.g., FM Approved) welding pads, blankets and curtains.
☐ Isolate potential sources of flammable gas, ignitable liquid or combustible dust/lint (e.g., shut down equipment).
☐ Remove ignitable liquid, combustible dust/lint and combustible residues.
☐ Shut down ventilation and conveying systems.
☐ Remove combustibles and consider a second fire watch on opposite side of floor, wall, ceiling or roof when openings exist or thermally conductive materials pass through.
☐ Is work on a combustible building assembly (e.g., torch-applied roofing)? If yes, provide **ADDITIONAL REQUIRED PRECAUTIONS** below.

Hot work on/in closed equipment, ductwork or piping

- ☐ Isolate equipment from service.
☐ Remove ignitable liquid and purge flammable gas/vapor.
☐ Prior to work, and/or during work, monitor for flammable gas/vapor. LEL reading(s): _____
☐ Remove combustible dust/lint or other combustible materials.
☐ Is work on/in equipment with nonremovable combustible linings or parts? If yes, provide **ADDITIONAL REQUIRED PRECAUTIONS** below.

Fire watch/fire monitoring the hot work area

Times listed are sufficient for majority. Use Table at back of permit for guidance for combustible concealed cavities, roof work or favorable factors.

- ☐ Perform a continuous fire watch during hot work.
☐ Perform a continuous fire watch post-work for ☐ 1 hour or Other _____ hours.
☐ Perform fire monitoring for ☐ 3 hours or Other _____ hours.

ADDITIONAL REQUIRED PRECAUTIONS:

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WARNING

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HOT WORK IN PROGRESS! Watch for fire!

Instructions

Person performing hot work: Record time started and display permit at hot work area. After hot work is completed, record time and leave permit displayed for fire watch.

Fire watch: Watch area during hot work and after work completion. Prior to leaving area, perform final inspection, sign, leave permit displayed and notify Fire Monitor or Permit Authorizer.

Fire monitor: Monitor area after post-work fire watch completion. Perform final inspection, sign and return to Permit Authorizer.

HOT WORK BY

☐ Employee☐ Contractor

DATE

JOB NUMBER

LOCATION OF WORK (BUILDING/FLOOR/OBJECT)

WORK TO BE PERFORMED

NAME OF PERSON PERFORMING HOT WORK

NAME OF PERSON PERFORMING FIRE WATCH

I verify the above location has been examined, the Required Precautions have been taken, and permission is authorized for this work.

PERMIT AUTHORIZER (PRINT AND SIGN)

THIS PERMIT EXPIRES ON (LIMIT AUTHORIZATION TO ONE SHIFT):

DATE: TIME: ☐ AM ☐ PMHot Work Date: Start Time: ☐ AM ☐ PM
Finish Time: ☐ AM ☐ PMPost-Work Fire Watch Finish Time: ☐ AM ☐ PM

Performed By

Fire Monitor ☐ Person ☐ Other Finish Time: ☐ AM ☐ PM

Name/Other

Final Check Time: ☐ AM ☐ PM

Name

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Part 2

Y NA

Required Precautions

- ☐ The fire pump is in operation and switched to automatic.
- ☐ Control valves to water supply for sprinkler system are open.
- ☐ Extinguishers are in service/operable.
- ☐ Hot work equipment is in good working condition.

Requirements within 35 ft. (10 m) of hot work

- ☐ Shield combustible construction using listed (e.g., FM Approved) welding pads, blankets and curtains.
- ☐ Remove or shield nonremovable combustibles using listed (e.g., FM Approved) welding pads, blankets and curtains.
- ☐ Isolate potential sources of flammable gas, ignitable liquid or combustible dust/lint (e.g., shut down equipment).
- ☐ Remove ignitable liquid, combustible dust/lint and combustible residues.
- ☐ Shut down ventilation and conveying systems.
- ☐ Remove combustibles and consider a second fire watch on opposite side of floor, wall, ceiling or roof when openings exist or thermally conductive materials pass through.
- ☐ Is work on a combustible building assembly (e.g., torch-applied roofing)? If yes, provide **ADDITIONAL REQUIRED PRECAUTIONS** below.

Hot work on/in closed equipment, ductwork or piping

- ☐ Isolate equipment from service.
- ☐ Remove ignitable liquid and purge flammable gas/vapor.
- ☐ Prior to work, and/or during work, monitor for flammable gas/vapor. LEL reading(s):
- ☐ Remove combustible dust/lint or other combustible materials.
- ☐ Is work on/in equipment with nonremovable combustible linings or parts? If yes, provide **ADDITIONAL REQUIRED PRECAUTIONS** below.

Fire watch/fire monitoring the hot work area

Times listed are sufficient for majority. Use Table at back of permit for guidance for combustible concealed cavities, roof work or favorable factors.

- ☐ Perform a continuous fire watch during hot work.
- ☐ Perform a continuous fire watch post-work for ☐ 1 hour or Other hours.
- ☐ Perform fire monitoring for ☐ 3 hours or Other hours.

ADDITIONAL REQUIRED PRECAUTIONS:

WARNING

HOT WORK IN PROGRESS!

Watch for fire!

In case of emergency, call the contacts listed below before attempting to extinguish the fire.

Site Location	Number
UIHC Medical Center on the University Campus	195
All other University facilities or properties	911

Construction and Occupancy Factors for Post-Work Fire Watch and Monitoring Periods For University of Iowa and University of Iowa Health Care

		Construction Factors					
		Noncombustible construction or FM Approved Class 1 building materials		Combustible construction without concealed cavities		Combustible construction with unprotected concealed cavities	
		Watch	Monitor	Watch	Monitor	Watch	Monitor
Occupancy Factors	Noncombustible with any combustibles contained within closed equipment (e.g., ignitable liquid within piping)	1 hour	0 hours	1 hour	3 hours	1 hour	5 hours
	Office, classroom, healthcare, retail or manufacturing with limited combustible loading	1 hour	3 hours	1 hour	3 hours	1 hour	5 hours
	Manufacturing with moderate to significant combustible loading except as noted below	1 hour	3 hours	1 hour	3 hours	1 hour	5 hours
	Warehousing	1 hour	3 hours	1 hour	3 hours	1 hour	5 hours
	Exceptions: Occupancies with processing or having bulk storage of combustible materials capable of supporting slow-growing fires (e.g., paper, pulp, textile fibers, wood, bark, grain, coal or charcoal)	1 hour	3 hours	1 hour	3 hours	1 hour	5 hours

When performing torch-applied roofing, apply additional precautions and conduct a minimum 2-hour fire watch and 3 hours fire monitoring. When performing hot work on/in equipment containing nonremovable combustible linings or parts, apply additional precautions and conduct a minimum 1-hour fire watch and 3 hours fire monitoring within the equipment, and in the surrounding areas per table above.

For more information on hot work management, refer to the University of Iowa Policy 1140134.


Completed Hot Work Permits Should be Returned to the Locations Listed Below:

Site Location	Permit Return Location
UIHC – All Permits	UIHC Fire & Life Safety
All Other Locations (Non-UIHC) – Capital Projects	General Contractor for project duration
All Other Locations (Non-UIHC) – All Other Permits	Permit Authorizer to be retained for FM audit

IOWA



Designated Hot Work Site Certificate

UNIVERSITY of IOWA			
DEPARTMENT OF PUBLIC SAFETY			
FIRE SAFETY			
Location: Room W152, Glass Shop	Date: August 27, 2019	Inspection Type: Designated Hot Work Site	
Building: Chemistry Building	Bldg. # 003	Bldg. Abbrev. CB	
Address: 251 North Madison Street		User Group: Department of Chemistry	
Facility Contact Benj Revis			
Building Occupancy Type: Business "B" (Higher Education / Research)	Construction Type: IB (Fire resistive)	Fire Sprinkler Coverage: YES	
<p>WE HAVE INSPECTED THE ABOVE PREMISES AND FOUND:</p> <p>Based on my inspection of the Room W152, located in the Chemistry Building, I approve the use of Room W152 as a designated hot work site in accordance with Chapter 35 of the 2015 International Fire Code and the University of Iowa Hot Work Loss Prevention Program.</p> <p>Please ensure the space is free of all combustibles, prior the start of any hot work. All requirements of Chapter 35 and the University's Hot Work Loss Prevention Program are properly followed before, during, and after all hot work is performed in this space.</p> <p>This space will be subject to periodical inspections by this office and any deficiencies noted may result in loss of hot work privileges.</p> <p>Type of hot work to be performed at this site: Oxygen – Compressed Natural Gas open flame Methane open flame Hydrogen open flame</p> <p>THIS PERMIT WILL EXPIRE ON SEPTEMBER 8th, 2020</p> <p>Post in a conspicuous location within /near the hot work site</p>			
Inspected By:  Bruce McAvoy, Fire Safety Coordinator			
University of Iowa Department of Public Safety 808 University Capitol Centre Iowa City, IA 52242-5500			

University of Iowa Daily Pre-Hot-Work Checklist

A daily pre-hot-work check shall be conducted and this checklist completed prior to hot work to ensure that all equipment is safe, and hazards are recognized and protected. The completed checklist shall be kept at the hot work site during the work and maintained at the work site for a minimum of 48 hours after the completion of the hot work. The completed checklist shall be available upon request.

Confirm all the following:

- ☐ Hot work equipment to be used shall be in satisfactory operating condition and in good repair.
- ☐ Hot work site is clear (35 feet away) of combustibles or combustibles are covered/protected.
- ☐ Exposed construction is noncombustible materials or, if combustible, then covered/protected.
- ☐ All openings and penetrations are protected.
- ☐ Floors are kept clean of all debris and combustibles.
- ☐ Exposed combustibles are not located on the opposite side of partitions, walls, ceilings or floors.
- ☐ Fire watches, where required, are assigned. See the University of Iowa Hot Work Policy at: [riskmanagement.fo.uiowa.edu/hot work](https://riskmanagement.fo.uiowa.edu/hot-work) for fire watch information.
- ☐ Actions have been taken to prevent accidental activation of fire sprinkler equipment in compliance with 2024 IFC Sections 3504.1.8 and 3504.1.9
- ☐ Fire extinguishers and fire hoses (where provided) are operable and available.

Date: _____

Signature of person completing this checklist: _____

Printed Name of person completing this checklist: _____