



PUBLIC SAFETY

COUNTY COLLEGE OF MORRIS

FIRE PREVENTION MANUAL

APRIL 2025

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INTRODUCTION

The Public Safety Department at County College of Morris (CCM) is committed to maintaining a fire-safe environment through inspections, education, and proper equipment resources for students, faculty, staff, and visitors. This Fire Prevention Manual serves as a guide to establishing and upholding fire safety standards across the CCM campus.

The Randolph Fire Department (RFD) serves as the Authority Having Jurisdiction (AHJ) over CCM, enforcing fire codes adopted by the State of New Jersey from the National Fire Protection Association (NFPA). The New Jersey Fire Code outlines specific state requirements for fire safety compliance. CCM's Public Safety Department works closely with campus departments to ensure adherence to these regulations in all campus buildings.

ANNUAL FIRE SAFETY INSPECTIONS

Randolph Fire Department

- Conducts fire inspections throughout the fiscal year alongside a CCM fire safety representative to identify and mitigate fire and life safety hazards on campus.
- Ensures that all inspections adhere to the New Jersey Fire Code.
- Provides detailed reports on identified fire code deficiencies to the CCM fire safety representative, facilitating timely corrective actions.

Department of Public Safety

- Oversees fire code compliance by assigning corrective action responsibilities to Plant and Maintenance, the Solution Center, Department Chairpersons, Deans, and Directors as applicable.
- Serves as the primary liaison between CCM and the Randolph Fire Department (RFD).
- Assists departments in addressing and resolving violations cited by the RFD Inspector.
- Ensures compliance with the New Jersey Fire Code, which mandates the correction of violations within 30 days.
- Monitors the progress of all corrective actions and maintains communication with the RFD regarding compliance status.

CCM Departments

- Each department is responsible for addressing and correcting fire code violations identified by Public Safety.
- Responsible parties must submit corrective action reports to Public Safety within the timeframe specified in the violation notice.
- The corrected date for each violation must be recorded on the RFD deficiency line.
- If a violation cannot be corrected within the required 30-day timeframe, the projected completion date must be entered on the deficiency line of the report.
- Departments may submit the RFD report to Public Safety via scan, email, campus mail, or other means within the 30-day compliance period.

Common Fire Violations

- Extension cords being used as permanent wiring devices. Extension cords are for temporary use only.
- Daisy Chain assemblies (plugging a power strip into another power strip).
- Equipment containing a heating element such as a microwave oven or coffee maker being plugged into a multiple outlet strip. This type of equipment must be plugged directly into the wall.
- Lapse in the Annual Servicing of Fire Extinguishers.
- Fire-rated egress doors not closing properly.
- Sprinkler head covers missing.
- Covers on electrical panels missing.
- Missing ceiling tiles in areas that are protected with sprinklers. This condition interferes with the operation of the sprinkler heads.
- Unsecured compressed gas cylinders.
- Storage within 18 inches of the ceiling in areas that are equipped with sprinkler heads (24 inches for ceilings without sprinklers).
- Inspection of Fire Suppression Systems in kitchens expired. Inspections are required to be performed by a licensed contractor every six months.

EVENTS

Definitions

- Event: A scheduled activity for attendance or participation by the CCM community and/or the public. Activities include, but are not limited to exhibitions, expositions, fairs, festivals, entertainment, fundraising, cause-related, or leisure activities. Events may be one-time or recurring, free or ticketed, and may serve educational, charitable, or

communication purposes. Whether designed to generate revenue, raise awareness, or provide entertainment, all events require review to ensure the proper allocation of college resources, business operations, and personnel for safe and effective execution in alignment with the college's mission.

- **Prohibited Event:** Any activity that poses an unacceptable risk to individuals, the environment, or public and private property. This includes, but is not limited to, bonfires, the use of firearms, explosives, or munitions, motor vehicle races, and activities with environmental impact (e.g., powdered color runs).
- **CCM Event:** An event that is sponsored by one of the departments at CCM.
- **External Event:** An event that is sponsored by an agency outside of CCM. The outside agency rents space at CCM.
- **Event Sponsor:** Individual, department, or organization with overall accountability for the safe planning, management, and execution of an event. The sponsor serves as the primary point of contact and is responsible for ensuring compliance with all health, safety, and fire prevention requirements.
- **Student-Sponsored Event:** An event that is sponsored by one of the student clubs at CCM.

Sponsor Responsibilities

Event sponsors hold primary responsibility for ensuring the health and safety of the following:

- Event workers and volunteers.
- Attendees, including members of the public.
- Contractors and vendors hired for the event.
- The college community in the surrounding area.
- College property and assets.

Event sponsors are required to plan, manage, and monitor all aspects of the event to ensure that workers and attendees are not exposed to unnecessary health and safety risks.

Fire Permits

- For events involving the use of Sterno, propane or stove grills, charcoal grills, or candles/torches, the sponsor must obtain a fire permit from RFD for the use of flame

producing devices. The permit application must be submitted to RFD at least three weeks prior to the event date.

- To streamline the process, RFD has issued an annual fire permit to CCM. This annual permit covers CCM Events and Student-Sponsored Events. It does not cover External Events. For CCM Events and Student-Sponsored Events, a Sterno Safety Form which identifies a responsible person must be completed. See Appendix A.
- The application form for the fire permit and additional details regarding the procedure to set up events can be found in CCM's Event Planning Guide, published by the External Events Specialist in the Department of Business and Finance.

FIRE EXTINGUISHERS

Fire extinguishers are a critical component of fire safety and prevention. They provide an immediate response to small fires, helping to prevent their spread and reduce damage. Understanding how fire extinguishers work, their classifications, and proper usage is essential for maintaining a safe environment.

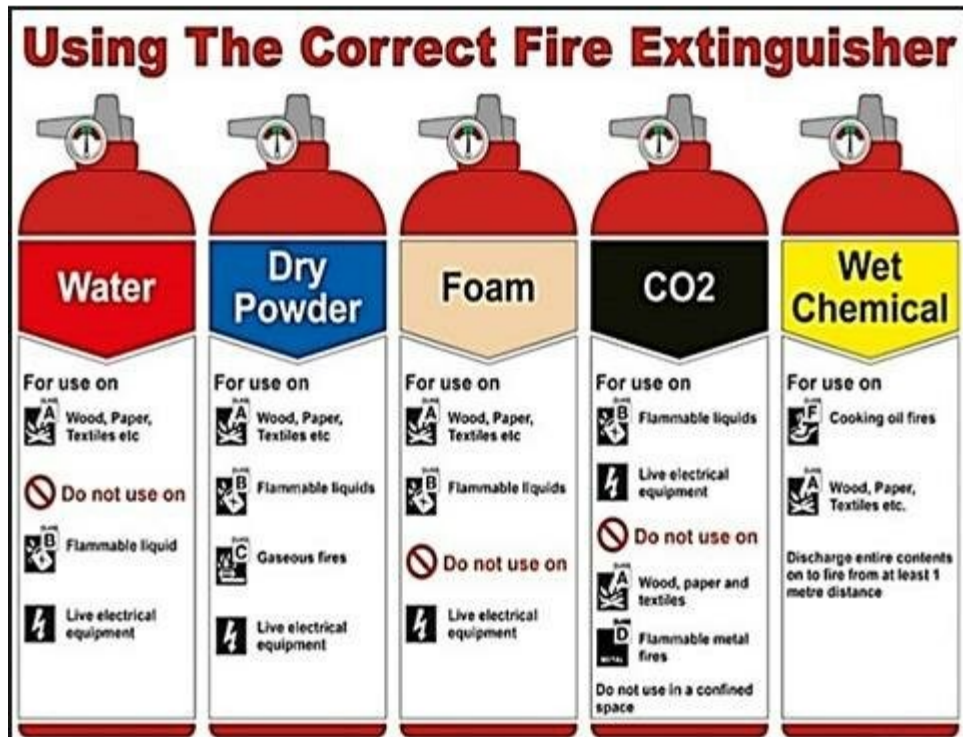
How Fire Extinguishers Work

Fire is a chemical reaction called combustion. It requires four elements to burn: fuel, oxygen, heat, and a chemical chain reaction. Fire extinguishers apply an agent that interrupts one or more of these elements, thereby stopping the fire. Depending on the extinguisher type, this may involve cooling the heat, smothering the fuel, or removing oxygen.

Fire Extinguisher Classifications

Fire extinguishers are classified based on the types of fires they are designed to combat:

- Class A – Ordinary combustibles (wood, paper, cloth, etc.)
- Class B – Flammable liquids (gasoline, oil, grease, etc.)
- Class C – Electrical fires (wiring, appliances, outlets, etc.)
- Class D – Combustible metals (magnesium, titanium, etc.)
- Class K – Cooking oils and fats (commonly found in commercial kitchens)



Using a Fire Extinguisher: The PASS Method

To properly use a fire extinguisher, follow the **PASS** method:

- Pull the pin to break the tamper seal.
- Aim the nozzle at the base of the fire.
- Squeeze the handle to release the extinguishing agent.
- Sweep the nozzle from side to side until the fire is completely out.

Fire Extinguisher Locations

Fire extinguishers are strategically placed throughout every building on campus. It is essential for individuals to familiarize themselves with the nearest extinguisher locations and their classifications to ensure a swift and effective response in case of fire.

Maintenance and Inspections

To ensure fire extinguishers remain functional and ready for use:

- Regular visual inspections are conducted by Public Safety Officers to check for damage or missing components.

- Ensure the pressure gauge is in the proper range.
- Annual maintenance and servicing are performed by an outside contractor specialized in providing fire safety services.
- Replace or recharge extinguishers as required by manufacturer guidelines.

Limitations and Safety Considerations

- Fire extinguishers are effective for small fires. If a fire grows beyond a manageable size, evacuate immediately and contact emergency services.
- Always ensure a clear exit path before attempting to extinguish a fire.
- Do not use the wrong type of extinguisher for a fire, as it may worsen the situation.

By understanding and properly utilizing fire extinguishers, individuals can contribute to a safer environment and prevent potential fire hazards from escalating.

GENERAL FIRE SAFETY REQUIREMENTS

- Stairwells, exits, and corridors must remain free of obstructions at all times. No furnishings, decorations, or combustible materials may block exits. Corridors serve as escape routes in case of fire and must maintain the required width to allow safe and quick evacuation. Storing or accumulating combustibles in these areas increases fire risks.
- Only the necessary quantity of flammable or combustible liquids should be present in work areas for daily activities. At the end of each workday, they must be stored in an approved storage area or locker. Specific requirements vary for labs, industrial areas, and warehouses—contact the Environmental Safety Coordinator in the Department of Public Safety for guidance.
- Fire doors must remain closed unless equipped with magnetic hold-open devices that release upon fire alarm activation. If unsure whether a door is fire-rated, consult the Environmental Safety Coordinator. Stairwell doors are typically fire-rated as they provide a protected egress path. Do not prop them open—contact maintenance for repairs if closers or latches are malfunctioning.
- Fire extinguishers, alarm pull stations, standpipe hose outlets, and electrical shut-off locations must remain visible and unobstructed. Do not block or hang anything from

sprinkler heads; a minimum clearance of 18 inches is required for proper water distribution. Tampering with fire protection equipment is a felony.

- In buildings without fire sprinklers, storage must be at least two (2) feet below the ceiling.
- Candles, Sterno cans, food warmers, or any alcohol-burning equipment used for warming food without prior approval are strictly prohibited by the Randolph Fire Department.

ELECTRICAL SAFETY GUIDELINES

General Electrical Safety

- Electrical fires often result from misuse, poor maintenance, overloaded circuits, or extension cords.
- Regularly inspect electrical appliances and wiring. Replace frayed, worn, or damaged cords immediately.
- Avoid overloading extension cords and never daisy-chain multiple extension cords.
- Check the capacity of multi-strip outlets. Ensure the combined amperage of plugged-in devices does not exceed the outlet rating. Use circuit breaker-protected outlet strips when possible.
- Extension cords should only be used temporarily and never as permanent wiring. Do not tie, tack, staple, fasten, or run them through ceilings, walls, doorways, or under rugs. If permanent electrical outlets are needed, conduct a survey and complete a Plant and Maintenance Work Order Form.
- Keep electrical appliances away from wet floors and countertops, especially in kitchens and bathrooms.
- Purchase electrical appliances that meet Underwriters Laboratory (UL) safety standards.
- Use three-prong plugs only with three-slot outlets. Never remove the ground pin to fit a two-slot outlet.
- Do not overload wall sockets. Replace outlets or switches that become hot to the touch immediately.

- Never leave coffee makers or appliances with exposed heating elements unattended while in use. Unplug them after each use and store them only when cool.

Power Outage Protocol

Actions to take during a power outage:

- Plant and Maintenance personnel will assess the expected duration of the power failure.
- Cease all major activities and prepare for possible evacuation if power is expected to be out for an extended period. Plant and Maintenance will coordinate the efforts of JCP & L to restore the power.
- Plant and Maintenance will ensure that fire alarms and emergency lighting remain operational for continued occupancy.
- If fire or life safety systems fail, a fire watch will be initiated and maintained until power is restored or the building is cleared of occupants.

The decision to evacuate a building after a power outage is made on a case-by-case basis, prioritizing occupant safety and health.

For further details, consult CCM's Emergency Operations Plan.

FIRE AND EMERGENCY EVACUATION DRILLS

Fire and emergency evacuation drills are required annually in all CCM high hazard buildings (buildings with fire alarms) in accordance with the New Jersey Fire Code. The purpose of the fire drill is to test our systems and educate occupants on proper actions to take in the event of an actual fire or other building emergency. During a drill, all occupants must evacuate the building and the drill evaluated for effectiveness.

Evacuation Drill Roles and Responsibilities

Department of Public Safety

- Provides primary oversight for the Fire and Emergency Evacuation drill program for CCM campus locations.
- Maintains and updates CCM campus location policies and procedures related to building Fire and Emergency Evacuation drills with assistance from other stakeholders.
- Communicates policy and procedure changes to the CCM community. Identifies high hazard buildings requiring annual fire and emergency evacuation drills.

- Coordinates scheduling of evacuation drills with Plant and Maintenance and other stakeholders.
- Provides training and guidance regarding fire and emergency evacuation drill procedures including identification of areas of refuge/rescue for occupants with disabilities.
- Provides oversight of evacuation drill and help with clearing of building. Releases building for reentry at the conclusion of a drill.
- Provides recommendations for improving drill efficiency.
- Maintains fire and emergency evacuation drill evaluation records for inspection by the Randolph Fire Department.

Plant and Maintenance

- Attends fire and emergency evacuation drills.
- Assists with the evacuation of building occupants during the drill.
- Communicates with building volunteers.
- Identifies building alarm system deficiencies with assistance from drill participants and makes corrections, if required.

Administrative and Academic Department Heads

- Coordinate fire and emergency evacuation drill with Public Safety.
- Enlist building volunteers to monitor and encourage occupants to evacuate during the drill.
- Designate gathering areas for building occupants in consultation with Public Safety, usually a minimum of 150 feet away from the building.
- Where practicable, maintain a record of staff or students that may require assistance during an evacuation and assists in identifying safe areas for persons with disabilities.
- Receive comments from building occupants regarding drill procedures and fire alarm system deficiencies.

Building Occupants

- Immediately evacuate when the fire alarm activates via the nearest exit, or to the area of rescue/ refuge if one cannot evacuate due to a disability.

Consequences

The consequences for violation of the fire and emergency evacuation drills policy include but are not limited to:

- Students in violation of this policy may be referred to the Office of Student Affairs for disciplinary action in accordance with student disciplinary procedures.
- Employee violators will be referred to the Human Resources Department.
- Visitors may be referred to the Randolph Police Department.

Fire and Emergency Evacuation Drill Procedures

- Immediately evacuate the building via the nearest exit when the fire alarm is activated. If unable to evacuate due to a disability, shelter in the area of rescue / refuge, typically a stairwell landing, and wait for assistance from drill volunteers or emergency responders.
- Instruct visitors and students to evacuate and assist them in locating the nearest exit.
- Do not use elevators to exit the building during an evacuation as they may become inoperable.
- Carry only those personal belongings that are within the immediate vicinity.
- Close doors to limit the potential spread of smoke and fire.
- Terminate all hazardous operations and power off equipment. Close all hazardous materials containers.
- Remain outside of the building until the building is released for reentry. Do not restrict or impede the evacuation. Convene in the designated gathering area and await instruction from emergency responders or drill volunteers.
- Report fire alarm deficiencies, (e.g., trouble hearing the alarm) to facilities personnel for repair.
- Notify evacuation drill volunteers or emergency responders of persons sheltering in the areas of rescue/ refuge.
- Never assume that an alarm is a “false alarm”. Treat all fire alarm activations as emergencies. Get out of the building!

FIRE SAFETY EQUIPMENT

Modern buildings today are equipped with fire detection and suppression equipment to protect life and property from fire. The fire safety systems include fire sprinkler systems, standpipe systems, point addressable fire alarm systems, and special clean agent automatic suppression systems.

CCM maintains the fire safety systems in accordance with applicable National Fire Protection Association (NFPA) standards for service and maintenance.

Any fire protection or life safety system out of service that creates an impairment of the life safety system will require a fire watch until repaired. See the CCM Fire Protection Impairment Program.

Fire Watch

- Fire watch is a patrol of any building or building area having an impaired fire protection system. The designated personnel conducting the fire watch shall watch for signs of fire such as flames, smoke, burning odors, increased temperatures, or other emergencies, including water, gas leaks, and power losses.
- The fire watch personnel or any person shall sound an alert to other building occupants if fire, smoke, or other noticeable signs of combustion or other emergencies requiring building evacuation are discovered and dial 9-1-1 for emergency assistance.
- Fire watch personnel must have the ability to telephone for emergency assistance from the local Fire Department by dialing 9-1-1.
- The frequency of fire watch patrols shall be continuous throughout all building areas; that is, continuous patrol through corridors, common areas, mechanical and storage rooms. Based upon level of risk, hourly patrols are considered minimum coverage.
- Plant and Maintenance will use all available resources to restore inoperable fire protection systems to normal operating condition as quickly as possible.
- No fire protection or life safety system shall be placed permanently out of service unless prior written approval is obtained from the Randolph Fire Department.

Fire Alarm Systems

- Fire alarm systems shall be tested annually and have a service tag attached to the main fire alarm control unit. Testing shall include all smoke detectors, manual pull devices,

annunciators, visual indicators and strobes, control units, voice/alarm communication systems, and other devices that are part of the fire alarm system.

- Testing shall include the operation of all auxiliary functions such as the release of electronic locking devices, automatic fire and smoke door and damper function, elevator recall, stair pressurization operation, and HVAC shutdown.
- An approved fire alarm service company or a qualified CCM employee shall test the fire alarm system. All testing and maintenance shall be in accordance with NFPA Standard 72, Fire Alarm Code.

Emergency Lighting Systems

- A functional test of emergency lighting shall occur monthly for not less than 30 seconds. This testing shall include emergency lighting systems that are part of an approved exit system, e.g., lighted exit signs, stairway lighting, and egress lighting, where required both inside and outside of a building or structure.
- Functional testing shall be conducted annually for a minimum of 1 ½ hours (90 minutes) if the lighting system is battery-powered.
- The emergency lighting system shall be fully operational for the duration of the test.
- A written record of monthly tests shall be maintained.

Generator Systems

- Generator sets in service shall be exercised at least once monthly for a minimum of 30 minutes by an authorized generator company or a qualified CCM employee, using one of the following methods:
 - Loading that maintains the minimum exhaust gas temperatures as recommended by the manufacturer.
 - Under operating temperature conditions and at not less than 30 percent of the EPS standby nameplate rating.
- An annual 'Load Test' for those generators that do not meet the requirements of NFPA 110: 8.4.2 shall be performed by an authorized generator company or a qualified CCM employee. This Load Test shall be performed under temperature conditions and at a capacity not less than 50 percent of the total connected emergency power supply load manufacturer's nameplate rating for the unit, for a continuous period of not less than 90 minutes.

- The Load Test shall include building load with all required equipment on the emergency circuit(s) operational for the duration of the test. Elevator recall and firefighter control operations shall be checked but need not be continuous for the test period.
- All testing must comply with manufacturer's guidelines and NFPA Standard 110.
- A written record of monthly tests shall be maintained near the generator room or within the generator enclosure.

Fire and Smoke Dampers

- Each damper shall be tested and inspected one (1) year after installation.
- The test and inspection frequency shall then be every four (4) years.
- All documentation shall be maintained and made available for review by the Randolph Fire Department.

Egress and Fire Doors

- Plant and Maintenance will inspect and test annually all egress doors that swing in the direction of egress travel and fire-rated doors within CCM buildings.
- Standard fire doors and fire-rated roll doors are included in this requirement as they provide fire protection to openings in walls.
- The inspection and test will cover hinges, catches, closers, latches, and rollers that are especially subject to wear.
- The Plant and Maintenance representative must sign a written record of the annual inspection and test and keep it on file for inspection by the Randolph Fire Department.

HOT WORK SAFETY GUIDELINES

Definition of Hot Work

Hot work operations include any activities that involve open flames, heat, or sparks. Examples include, but are not limited to:

- Welding and allied processes
- Hot mopping
- Heat treating
- Grinding
- Thawing pipes
- Use of power-driven fasteners
- Hot riveting

These operations generate heat, sparks, and hot slag, which can ignite flammable and combustible materials in the surrounding area.

Permit Requirements

- The New Jersey Fire Code mandates a permit for all hot work operations. OSHA requires contractors to initiate this permit and appoint a Permit-Authorizing Individual (PAI) to oversee and authorize hot work permits.
- The PAI cannot be the hot work operator (i.e., the person performing the work).

The County College of Morris (CCM) Hot Work Permits

- The Environmental Safety Coordinator issues Hot Work Permits. See Appendix B.
- Permit applications must be submitted at least 48 hours before the start of work.
- A representative of the Public Safety Department will conduct a safety inspection of the work area prior to work commencement.
- The permit is valid for 24 hours and must be posted in the work area for the duration of the activity.

LABORATORY FIRE SAFETY

General

- All exit doors must remain free of obstructions and maintain a minimum of 36" of clear access width to reach all exits.
- Emergency exits shall remain unobstructed and must be accessible at all times.
- Work areas shall remain free of clutter.
- Sawdust must not accumulate in shops and shall be cleared away daily.
- Electrical panels shall remain accessible with a minimum of 36 inches of clear access width to reach the front of the panel.
- Extension cords shall not be used as permanent wiring and must remain in good condition.
- All storage must remain a minimum of 18 inches below fire sprinklers.
- In buildings not protected by a fire sprinkler system, all storage must remain 24 inches below the ceiling.
- An appropriate fire extinguisher shall be within a maximum travel distance of 75 feet of all workstations.

Flammable and Combustible Storage

- Properly label all chemical containers to identify contents.
- Flammable and combustible liquids must be properly stored when not in use.
- Quantities that exceed a day's supply, usually a gallon maximum, must be kept in flammable storage cabinets.
- When leaving an area, store all flammable liquids in approved container/storage areas.
- The quantity of flammable liquids must not exceed the storage capacity of the space.

Cylinder Handling and Storage

- All cylinders must have proper labeling and be stored in an upright position.
- Cylinders must remain secured to a wall, permanent fixture, or an approved cart at all times.
- One additional cylinder may be stored in a lab adjacent to the cylinder it will replace.
- Empty cylinders shall be marked as empty and removed at the next scheduled pickup.
- Cylinders must not block exit routes from the lab or building.
- Propane cylinders larger than 1 lb. shall be stored outside laboratory buildings.
- Regulators must remain unobstructed.

- Chemicals shall be separated and segregated by hazard class (acids, bases, flammables, etc.) to prevent hazardous reactions.
- Spray painting operations shall occur inside an approved paint spray booth.
- Place used oily/solvent-soaked rags in a metal container with a lid and manage them as hazardous waste.

Hazardous Waste

- Do not combine or mix chemicals unless an evaluation for chemical compatibility has occurred.
- Label all chemical waste containers with the words “Hazardous Waste” and list the names of the chemicals within the container.
- Segregate hazardous wastes by hazard class.
- All hazardous waste containers must be kept closed unless you are adding or removing waste from the container.
- Contact the Environmental Safety Coordinator within the Public Safety Department when waste containers are full to avoid exceeding the maximum allowable quantity within the Satellite Accumulation Area (SAA).
- Consult CCM’s Chemical Hygiene Plan for additional information.
- Hazardous waste containers, labels, and pick-up request tags can be obtained through the Environmental Safety Coordinator. Requests for these items can be made by contacting the Environmental Safety Coordinator directly.

APPENDIX A – STERNO SAFETY FORM

 COUNTY COLLEGE OF MORRIS PUBLIC SAFETY	STERNO SAFETY		
	DPS – ENVIRONMENTAL SAFETY COORDINATOR 214 Center Grove Road, Randolph, NJ 07869 Phone: 973-328-5551 • SChainani@ccm.edu		
Event: _____ Date: _____ Responsible Person: _____			


CHAFING FUEL SAFETY TIPS

ALWAYS

 **ALWAYS** use **CAUTION** when handling **OPEN FLAME** products

ALWAYS

 **ALWAYS** use a blunt object, such as a spoon, to pry off the lid

ALWAYS

 **ALWAYS** cup hand over lid when opening can

ALWAYS

 **ALWAYS** remove excess gel from lid if it is being used as a regulator

ALWAYS

 **ALWAYS** wash fuel residue from hands

ALWAYS

 **ALWAYS** place the can securely underneath the chafing dish or beverage urn before lighting

ALWAYS

 **ALWAYS** use a long handled match or butane lighter to light cans

ALWAYS

 **ALWAYS** use a can cap, snuffer paddle, regulator or saucer to extinguish flame

ALWAYS

 **ALWAYS** wait until can is cool before touching

NEVER

 **NEVER** use a sharp knife to pry off lid

NEVER

 **NEVER** use a lit can to light another can

NEVER

 **NEVER** carry lit cans

NEVER

 **NEVER** carry chafing dishes or beverage urns with lit cans

NEVER

 **NEVER** touch cans while still hot

NEVER

 **NEVER** allow decor, loose clothing, napkins or tablecloths near flame

NEVER

 **NEVER** allow hair to fall near flame

NEVER

 **NEVER** use hands to extinguish flame

NEVER

 **NEVER** blow out flame to extinguish





VIEW A SHORT CHAFING FUEL TRAINING VIDEO

APPENDIX B – HOT WORK PERMIT



PUBLIC SAFETY

HOT WORK PERMIT

This Hot Work Permit is required for any operation involving open flames or producing heat and or sparks.

INSTRUCTIONS: Verify precautions listed at right before proceeding with work

Hot Work Being Done By: ☐ Employee ☐ Contractor	Required Precautions Checklist ☐ Available sprinklers, hose streams and extinguisher in service/operational. ☐ Hot work equipment in good repair.
Date: _____ Location: Building & Floor: _____ _____ _____	Requirements within 35 ft of work ☐ Flammable liquids, dust, lint and oil deposit removed. ☐ Explosive atmosphere in area eliminated. ☐ Floors swept clean. ☐ Combustible floors wet down, covered with sand or fire-resistant sheets. ☐ Remove other combustible where possible, otherwise protect with fire-resistant shields. ☐ All wall and floor openings covered. ☐ Fire-resistant tarpaulins suspended beneath work.
Nature of Job: _____ _____ _____	
Name of Person Doing Hot Work: _____	
I verify the above location has been examined. The precautions checked on the Required Precautions Checklist have been taken to prevent fire, and permission is authorized for work. <u>Signed:</u> _____ Title: _____ PERMIT EXPIRES: Date: _____ Time: _____	Work on walls or ceilings/enclosed area ☐ Construction is noncombustible. ☐ Combustibles on other side of walls moved. ☐ Enclosed equipment cleaned of all combustible. ☐ Containers purged of flammable liquids Fire Watch monitoring ☐ Fire watch will be provided during and for 30 minutes after work. ☐ Fire watch is supplied with suitable extinguisher. ☐ Fire watch is trained in use of this equipment and in sounding alarm.