

Hot Work Permit Form

This form is not complete unless returned with a Special Access Form.

Date: _____ Contractor: _____ Tenant: _____

Location where work is to be performed:

Date and Time of work to be performed:

Below are the requirements set forth by this property which must be practiced while performing hot work at this site.

1. Contractor must make arrangements with Hines no less than 24 hours in advance of when work is expected to be performed.
2. All personnel who are welding or using any type of cutting torch must hold and present to Property Manager prior to commencement of work a copy of their Certificate of Fitness.
3. It will be determined at the time the contractor makes these arrangements as to whether the required work can be performed during the day or must be accomplished after building lease hours.
4. The contractor must provide an individual other than the one actually performing the hot work to serve as a fire watch and police the surrounding areas of where work is being performed. This individual must be equipped with a fire extinguisher which displays a current inspection sticker and must also be knowledgeable in the use of the extinguisher.

Brief description of work to be performed:

I have read and understood the above rules set forth by the property and will cooperate fully with these requirements.

Signature Print Name

Company: _____ Title: _____

Phone: _____ Cell Phone: _____

For Management Only:

Reviewed by: _____ Special Access Form Attached? _____
Engineer assigned: _____ Fire Alarm Information: _____
Comments: _____