



Environmental Health and Safety

Standard Operating Procedures: Hotwork Permit Request

The following Hotwork procedures are required to be followed when Welding, Brazing, Soldering, Grinding, Cutting Torch etc. are being conducted inside a building. If you have questions concerning the hotwork procedures call Control Room at 314-362-3102.

Step #1: Complete the online Hot Work Permit Request

<https://facilities.med.wustl.edu/hot-work-permit-request/>

Step#2: The Control Room will contact you once the Hot Work Permit is available for pick up.

Step #3: Post the hot work permit in close visual proximity to the hotwork.

Note: A copy of the annual hot work permit from the City of St. Louis is also required to be posted next to the FM Global hotwork permit. The City permit can be obtained through the Computer Room.

Step #4: Review the checklist on the FM Global Hotwork Permit to ensure precautions are being incorporated.

Step #5: Stop hot work 1 hour prior to leaving the work site to allow for required 1 hour fire watch and notify Protective Services @ 362-4357. Give the Dispatch the permit number for tracking purposes.

Step #6: Protective Services will conduct additional hotwork monitoring of the area for an additional 3 hours.

In Barnes – Jewish Hospital or St. Louis Children’s Hospital Buildings

Contact BJH Environmental Health & Safety @ 314-280-0681 for any “hot work” that is going to be conducted in Barnes-Jewish Hospital (BJH) or St. Louis Children’s Hospital (STLCH) @ 314-454-6031.