

How to submit a request for a Hot Work Permit?

Step 1 - Log into <u>Archibus</u> using your NinerNet username and password:

Step 2 – In the left column, select "Building Operations" and then select "Hot Work Supervisor"

2	ARCHIBUS	Browse all						602
	ך Search ≻	Customer >		Your Active WR				
	숲 Favorites >	Equipment Viewer >		Work Request Code 😄	Work Description 👳	Shop Code 👙	Building 👳	Building Code
ς	Building Operations <	Hot Work Supervisor >	needing					
	응 Key Management >		PAM approval	2022026825	Fire Penetrations Project To correct violation	MOC05	McEniry	0020
	음을 Motor Fleet >			2022026273	Fire Retardant Project To correct violations n	MOC05	University Recreation Center	0096
	Project > Management			2022026269	Fire Retardant Project To correct violations o	MOC05	Ponn Martin Student Union	0069
	양 Risk Management >		Keys					
	[5] Space Allocation >		approval	2022026263	Fire Retardant Project To correct violations n	MOC05	Storrs	0041
				2022026261	Fire Retardant Project To correct violations n	MOC05	Receiving and Stores	0093

Step 3 – To create a hot work permit, select "Create and Manage Requests"

🕂 ARCHIBUS	Browse all	Hot Work Supervisor					60
	Customer >	Hot Work/Fire Impairment Request	tive WR				
☆ Favorites >	Equipment Viewer >	Create and Manage Requests	quest Code 😄	Work Description 😄	Shop Code 👙	Building ÷	Building Code
Ø Building Operations <	Hot Work Supervisor <	Active Requests					
SB Key Management >		View All Requests	022026825	Fire Penetrations Project To correct violation	MOC05	McEniry	0020
용 Motor Fleet >			022026273	Fire Retardant Project To correct violations n	MQC05	University Recreation Center	0096
Project > Management							
응은 Risk Management >			022026269	Fire Retardant Project to correct violations n	MOCUS	Popp Martin Student Union	0069
[밝] Space Allocation >			022026263	Fire Retardant Project To correct violations n	MOC05	Storrs	0041
			022026261	Fire Retardant Project To correct violations n	MOC05	Receiving and Stores	0093

Step 4 – Select "New Request".

🖰 ARCHIBUS			🥭 Create and Manage Requests					
✓ Search >			HW / FI Requests New Request					
☆	Favorites		V 0 selected Print Selected					
Ŗ	Building Operations		Requ	iest ID 🌲	Requested Start Date 🔶	Requested End Date 🔶	Status	
80 00	Key Management						~	
00 00	Motor Fleet			8729	6/18/2021	6/18/2021	Completed	
	Project Management			10090	4/4/2022	4/5/2022	Not Submitte	
80 00	Risk Management							
131	Space Allocation							

Step 5: Once "New Request" is selected, begin completing the required fields. Once all information is added, click on "Save".

🖰 ARCHIBUS	🖉 Create and Manage Requests	60
✓ Search >	HW / FI Requests New Reque Hot Work / Fire System Impairment Request Save	
☆ Favorites >	🗸 0 selected Type of Request 🔵 Hot Work - Internal 🔵 Hot Work - Contractor. 🔘 Fire System Impairmen	t
Building Operations H	Request ID Request ID	
왕 Key Management >	Status	
양 Motor Fleet >	Contact Fire Alarms System Group?	
Project >	9789 4/, Name of Hot Work Operator*	
- 양 Risk Management >	Operator Contact Information*	
	9849 5/2 Name of Hot Work Operator Supervisor*	
	9850 5/2 Supervisor Contact Information*	
	A See Se	
	9909 6/2 Turk of Model	
	SA45 7/ Other Tune of Work being Performed*	
	Building Number*	
	Building Name	
	Room Number(5)	
	Specific Location(s)	

ARCHIBUS	🤌 Create and Ma	anage Requests	60
	HW / FI Requests New Requi	Floor Number(s)	
☆ Favorites >	✓ 0 selected	Room Number(s)	
Building Operations >	Request	Specific Location(s)	
응용 Key Management >	Request ID 📮 Di		
응용 Motor Fleet >	8729 6/1	Descurated Final Data?	
Broject	0720 4/		
Management	9789 47.	Requested End Date*	
응 Risk Management >	9829 5/2	Requested Start Time*	
ISI Enge Allegation	9849 5/2	Requested End Time*	
	9850 5/2	UNC Charlotte Contact Name GIBBS, DERRICK (dglbbs9)	
	9889 6/1	UNC Charlotte Contact Number (cell)*	
	9909 6/2		
	9949 7/		
	9950 7/2	SAFETY PRECAUTIONS	
		1. Appropriate arrangements have been made with the Facilities Management Fire Alarm Group to prevent the accidental activation of the fire detection and alarm systems.	
	9971 7/2	2. A responsible fire watch has been assigned to watch for dangerous fire situations, as well as floors above and below and will remain on the job site for 30 minutes after completion of hot work.	
		3. All equipment to be used is in good working condition, ventilation is adequate, and flameproof screen/ shields available.	
		4. Appropriate fire extinguisher equipment is within 10 ft. of work area. (Note: Hot work operators must provide their own fire extinguisher).	
		5. Floor openings within 35 feet are tightly covered.	
		6. Floors and surrounding area are clear of combustible materials within 35 feet of the hot work area.	
		7. Materials that cannot be moved are protected with noncombustible material or cover.	
		a. There are no normania equipus, yapos, usas, illi of equipment collability such materials in the design of the second	
		In it control is space entry or loc kout as out is required to internet monitories that wall migraginale posed in a visible rotation.	
		I VERIFY THE INFORMATION ON THIS HOT WORK PERMIT IS CORRECT	
		Accept	
< <			

Step 6: Click on Submit Request

ARCHIBUS	🤌 Create and M	anage Requests	6 0
	HW / FI Requests New Reque	Hot Work / Fire System Impairment Request Crint Submit Request Savo	
🛧 Favorites >	✓ 0 selected	NOTE	This request has NOT been submitted. Please click Submit Request when you are done
Building Operations >	□ Request Requested ID	How Work/Fire Impairment Request ID	9972
양 Key Management >		Type of Request	Internal Oracle Hot Work - Contractor Fire System Impairment
양 Motor Fleet >	8729 6/18/2021	Status	Not Submitted
Project	9789 4/7/2022	Contact Fire Alarms System Group:	
⁰⁰ Rick Management	9829 5/23/2022		
35 Kisk Management	9849 5/24/2022	Name of Hot Work Operator	test
In space Allocation	9850 5/27/2022	Operator Contact Information	704-687-1111
	9889 6/16/2022	Name of Hot Work Operator Supervisor*	test
	9909 6/23/2022	Supervisor Contact Information*	test
	9949 7/7/2022	Name of Fire Watch*	test
	9969 7/27/2022	Type of Work'	Other Y
	9971 7/27/2022	Type of Work being Performed	Utier •
	9972 7/27/2022		(C))(
		Building Number	3008
		Building Name	Facilities Annex Eight (EHS)
		Floor Number(s)	test
		Room Number(s)	test

Step 7: For Permit Authorizing Individuals (PAI) Only

• Review the permit and acknowledge or deny the permit as deemed necessary.

Hot Work / Fire System Impairment Request	Save Comments Print Save Acknowledge Deny
	How Work/Fire Impairment Request ID 9811
	Type of Request 🔵 Hot Work - Internal 💿 Hot Work - Contractor 🚫 Fire System Impairment
	Status Pending V