SUNBELT CONTROLS

Appendix 14-C2
Hot Work Request Form (Service & Maintenance Only)

Service/Maintenance Electrician Performing Hot Work:			**(REQUIRES ONLY A JOURNEYMAN ELECTRICIAN TO COMPLETE HOT WORK)**
_____ (PRINT NAME)			
Location of Hot Work:			
Customer is aware of Hot Work being performed: ☐ **YES** ☐ **NO**	_____ (CUSTOMER SIGNATURE)		
Job Number:		**Job Name:**	
Hot Work is being performed on:	**Date:**	**Time:**	

1. Description of Work: (CHECK ALL THAT APPLY)

Check	Description of Hot Work	Check	Description of Hot Work
☐	**Trouble Shooting Light Circuit**	☐	**Trouble Shooting Power Circuit**
☐	**Pulling K. O. in Panel Board**	☐	**Pulling Wire in Existing Conduit**
☐	**Add Circuit Breaker in Panel Board**	☐	**Install Metering Clamps in Panel Board**
☐	**120/208 Volts**	☐	**277/480 Volts**

Explain in detail why work must be completed while circuit is energized. In addition explain any work not identified above (USE BACK OF FORM FOR ADDITIONAL INFORMATION):

2. Safety Considerations and Personal Protective Equipment (PPE) Required: (CHECK ALL THAT APPLY)

Check	Type of PPE Required & Used	Check	Type of PPE Required & Used
☐	**Hot Work Gloves**	☐	**Lockout/Tagout Equipment placed on all other circuits** (IF APPLICABLE)
☐	**Face Shields**	☐	**Hot Work Tools** (INSULATED TOOLS REQUIRED)
☐	**Blankets**	☐	**Meters are in operational condition and have been tested**
☐	**Safety Glasses**	☐	**Other employees in the area have been informed of Hot Work being performed**
☐	**Signage or Barricading**	☐	**All employees assigned to perform work or assist have been briefed**
☐	**Barriers and Guards are in workable condition and are properly placed to isolate hazardous area.**	☐	**Other Considerations** (EXPLAIN ON BACK OF FORM IF APPLICABLE)

NOTE: FOR ANY WORK ABOVE TESTING OR TROUBLE SHOOTING A SECOND ELECTRICIAN MUST BE PRESENT.

Service/Maintenance Technician Signature: _____

(Must be signed by person performing Hot Work after all safety considerations are made and implemented. Form should be maintained on site during work and returned to the Service Manager after work is completed)

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