



WORK PERMIT AND NOTIFICATION FORM

(Follow Instructions on the Other Side)

Project/Activity General Information:

Building Name or Site Location: \_\_\_\_\_ FIMS #: \_\_\_\_\_ Project # \_\_\_\_\_
Job/Description: \_\_\_\_\_

Division/Section Supervising Work: \_\_\_\_\_ Landlord Division/Section: \_\_\_\_\_
Task Manager/Construction Coordinator: \_\_\_\_\_ Phone #: \_\_\_\_\_ Pager #: \_\_\_\_\_
Subcontractor: \_\_\_\_\_ Phone #: \_\_\_\_\_ Pager #: \_\_\_\_\_

Est. Starting Date: \_\_\_\_\_ Est. Completion Date: \_\_\_\_\_

Systems Affected / Notification Required: (Check all that apply- Follow notification list on back)

- Yes No
Any Utility System (e.g., Gas, CW, ICW, DWS, LCW, Sanitary Sewer)
Electrical System
HVAC
Fire Protection System
Tele-Communication
Data- Communication System
FIRUS System
Roof Systems
Parking Lot, Hardstand, Road or Turf
Road Closure
Other (Specify): \_\_\_\_\_

Permits Required: (Check all that apply)

- Yes No
Welding, Cutting, Brazing (Fermi Fire Dept.)
Fire Protection System Disablement (FESS)
Confined Space Entry (ES&H Manual 5063)
Electrical Hazard Analysis / Work Permit (FESHM 5042)
Potable Water Permit (ES&H Manual 8050)
Radiological Work Permit (Landlord Div./Sec. RSO)
Excavation Permit (FESHM 7030)
Environmental Permits
Sanitary Sewers (ES&H Manual 8025)
Other (Specify) \_\_\_\_\_

Training Required: (Answer All)

- Yes No
Oxygen Deficiency Hazard (ODH)
Radiation Worker
GERT
Confined Space
Respiratory Protection
Other (Specify) \_\_\_\_\_
Other (Specify) \_\_\_\_\_

Special Precautionary Note: \_\_\_\_\_

Signatures

Task Manager/Construction Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Building Manager \_\_\_\_\_ Date: \_\_\_\_\_

**Systems Affected / Notification Required**

- Experiment/Program (notify appropriate Control Room)
- Any Utility System (notify FESS Operations X3468; copy of notice; ms 303)
- Electrical System (notify FESS Operations X3364; copy of notice ms 303)
- HVAC (notify FESS Operations X6595; copy of notice; ms 303)
- Fire Protection System (notify FESS Operations X2924; copy of notice ms 303)
- Tele-Communication System (notify BSS Tele-Communications X3788; copy of notice ms 228)
- Data- Communication System (notify CD Help Desk X2345; copy of notice ms 368)
- Firus System (notify Accelerator Controls X4074; copy of notice; ms 307)
- Roof Systems (notify FESS Services X3302; copy of notice; ms 232)
- Parking Lot, Hardstand, Road or Turf (notify FESS Services X3303; copy of notice; ms 320)
- Road closure (Call Bill Flaherty at X4507; MS-101)
- Environment (Rod Walton X2565, MS-214)

**INSTRUCTIONS**

- 1) The purpose of this form is to improve communications on all projects so that all parties impacted are aware of impending work and can make accommodations on a timely basis. The task manager/Construction Coordinator is responsible for this notification prior to commencement of work.
- 2) If the project does not impact any of the systems listed on the front side of the form and if no permits are required, then further action and distribution is not needed. The Task Manager/Construction Coordinator will file the original with the project files for future reference.
- 3) Under the "Select" column place a check mark in the box next to the organizations you are notifying.

**NOTICE**

No further distribution needed if all the "NO" blocks are checked on the front of the form. Task Manager/Construction Coordinator to seek concurrence from the building manager and then file the form in the project file for future reference.

Please complete the distribution information below and mail, FAX, or hand deliver to the affected groups allowing them sufficient time to prepare for your project.

Select	Deliver to:	MS	FAX	Comments
<input checked="" type="checkbox"/>	FESS Operations	303	2151	All Projects
<input checked="" type="checkbox"/>	FESS Engineering	214	4980	All Projects
<input checked="" type="checkbox"/>	Landlord Division/Section Head	_____	_____	All Projects
<input checked="" type="checkbox"/>	Landlord Division/SSO:	_____	_____	All Projects
<input checked="" type="checkbox"/>	Building Manager:	_____	_____	All Projects
<input checked="" type="checkbox"/>	Security	326	3431	All Projects
<input checked="" type="checkbox"/>	ES&H Safety (HS Group)	119	3390	All Projects
<input type="checkbox"/>	Fire Department:	302	8037	As Appropriate
<input type="checkbox"/>	Tele-Communications	228	3405	Telecom Work
<input type="checkbox"/>	Data-Communications	368	8208	Datacom Work
<input type="checkbox"/>	Beams Division Main Control Room	306	4552	As Appropriate
<input type="checkbox"/>	FESS Services			
	Roof Repair	232	4566	As Appropriate
	Roads and Grounds	320	2108	As Appropriate
<input type="checkbox"/>	Other: _____	_____	_____	_____
<input type="checkbox"/>	Other: _____	_____	_____	_____