

**THE CHINESE UNIVERSITY OF HONG KONG**  
**ESTATES MANAGEMENT OFFICE**

**Application for Permit for Hot Work / Other Works Affecting AFA System \***

(Required for any work during which sparks or heat would be generated, or fire would be actually used for cutting, welding or melting etc., that may easily cause fire accident, to be applied normally at least **3 working days in advance** of execution of hot work unless otherwise exempted by University Authorities)

**1. Job Location (Building name, Department name and Room No.) :** \_\_\_\_\_

**2. Job Title :** \_\_\_\_\_

**3. Nature of Work** (Type of hot work should be described) : \_\_\_\_\_

**4. Proposed Date and Time of Work :** \_\_\_\_\_

**5. Details of Applicant :**

**a) External :**

Company Name : \_\_\_\_\_

Representative : \_\_\_\_\_

Telephone No. : \_\_\_\_\_ (day), \_\_\_\_\_ (night)

**b) Internal :**

Section / Unit : \_\_\_\_\_

Officer Responsible : \_\_\_\_\_

Extension No. : \_\_\_\_\_

**6. Precautionary Measures Pledged by Applicant :**

- Provision of fire-extinguishers and to be used by trained personnel.
- Hot work equipment in good working condition, and operated by qualified personnel.
- Hot work area care.
- Care for hot work direct on existing floor / wall constructions.
- Care for hot work in enclosed environment.
- Firewatching during and for 30 minutes after hot work execution and trained personnel to handle fire accident properly.
- Suspension of AFA Systems Required:       Approved       Rejected

**7. Declaration by Applicant :**

I hereby apply for permission to undertake the subject work and pledge to diligently carry out the work under this permit in accordance with the proposal endorsed by the Estates Management Office / authorised representative of The Chinese University of Hong Kong. I understand that failure to implement the above precautionary measures on my part will invalidate this permit immediately, in which case the University may carry out any remedial measures at my cost without further notice or consultation. I also pledge to indemnify and save harmless the University for any claim, damage, loss or expense in respect of injuries to persons or property arising out of and in the course of the execution of the work.

Signed \_\_\_\_\_

In block letters \_\_\_\_\_

For and on behalf of \_\_\_\_\_

(Company Name)

Date \_\_\_\_\_

**Note:** *If the contractor causes a false fire alarm in his work, owing to his negligence, the contractor will be subject to a minimum charge of HK\$1,000 or at cost, whichever is higher.*

\* Delete as appropriate

8. Site of proposed work verified to be safe / suitable for execution of hot work at the time and location indicated with all potentially inflammable substances protected / removed and dangerous activities substances protected / removed and dangerous activities suspended and relevant bodies notified.

Signed \_\_\_\_\_  
In block letters \_\_\_\_\_  
Custodian of Work Site \_\_\_\_\_  
Date \_\_\_\_\_

9. Approval / Disapproval :

a) Particulars of approval : -

Permit No. : \_\_\_\_\_

Period of Work : from \_\_\_\_\_ to \_\_\_\_\_

Other conditions imposed : \_\_\_\_\_

b) Reasons of disapproval : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ for Director, Estates Management Office

Date : \_\_\_\_\_

10. Determination :

- Work concluded satisfactorily on \_\_\_\_\_
- Consequent to work having been carried out unsatisfactorily, the following services were incurred by the \_\_\_\_\_
- University at a charge of \_\_\_\_\_
  - Precautionary measures in default of item 6 \_\_\_\_\_
  - Reinstatement \_\_\_\_\_
  - Clearance \_\_\_\_\_
  - Other repairs \_\_\_\_\_

11. Payment :

Totally 10 permit days will be granted free of charge to a construction with construction period longer than 30 working days. For construction period equal or shorter than 30 working days, 5 permit days will be granted free of charge. In any case, the granted free of charges for the hot work permit will be subject to the jurisdiction of EMO/CDO. All works permit applied after the free days, will be charged \$500.00/day per permit and to be borne by the applicant contractor.

\_\_\_\_\_ for Director, Estates Management Office

Date : \_\_\_\_\_

c.c. Safety Officer } AFA Systems in the following areas will be disabled during the captioned work period :  
Security Officer } \_\_\_\_\_  
Custodian of Work Site \_\_\_\_\_  
Mr. Leung Chung Wai \_\_\_\_\_  
Campus Development Office (if applicable) \_\_\_\_\_

