



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/Project Supervising Work: _____ Landlord Division/Section: _____

TM/CC/SC: _____ 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 4230)
Electrical Hazard Analysis / Work Permit (FESHM 9120)
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

TM/CC/SC: _____ Date: _____

Building Manager _____ Date: _____

Landlord Div DSO _____ 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 Tele-Communications X3788; copy of notice ms 228)
- Data- Communication System (notify CD Help Desk X2345; copy of notice ms 368)
- FIRUS (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 Security at X4507; MS-101)
- Environment (Katie Kosirog X-6497 or Rod Walton X-2565, 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 Div DSO:	—	—	All Projects
<input checked="" type="checkbox"/>	Building Manager:	—	—	All Projects
<input checked="" type="checkbox"/>	Security	326	3431	All Projects
<input checked="" type="checkbox"/>	ESH&Q Section	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"/>	Accelerator Div. Main Control Rm.	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: _____	—	—	_____