

## WORK AUTHORIZATION PERMIT

**\*Please submit form no later than 1 workday before commencement date.**

**PERMIT NO:**

**Location of Work:**

242 Hargrave  
225 Carlton  
Parkade  
Food Hall  
Plaza

**Hours:**

Weekdays (6 AM to 5 PM)  
(During office hours only)

After Hours (6 PM to 6 AM) &  
Weekends (24 hours)

Today's Date: \_\_\_\_\_

Work Start Date: \_\_\_\_\_

Work Finish Date: \_\_\_\_\_

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

*(For office use only)*

**General Contractor(s) Information:**

| Company | Project Contact | Phone No. | Site Contact | Cell No. |
|---------|-----------------|-----------|--------------|----------|
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**Employee & Sub-Contractor(s) Information:**

| Company | Site Contact | Cell No. |
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**Contractor(s) Work Requirements & Location of Work**

**Area(s) Requiring Access & Description of Work:**

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**Access to Tenant Areas:**

Tenant Areas Requiring Access:

Suite No.(s):

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**\*Tenant Representative's Approval: Contractors must have the tenant's approval before entering a tenant space.**

*(Please check all that will apply)*

**Impairments:**

Fire alarm isolation\*

Electrical system isolation\*

Plumbing system isolation

Sprinkler system isolation\*

Hot Work/Soldering work\*

Fan Shutdown

Elevator system shutdown\*

**Other:**

Loading dock access

Freight Elevator(s) access

Hammer drilling/Slab cutting

Electrical room(s) access

Mechanical room(s) access

Building Permit

Electrical permit

Roof access

*(\*See attached General Rules)*

## GENERAL RULES FOR WORK AUTHORIZATION PERMIT

1. **24 hours**, 1 full business day, is required for approval of a work authorization permit. Monday to Friday only (excluding holidays). Any weekend work must be pre-scheduled at least 5 business days in advance in order to obtain an approved work authorization permit.
2. Each permit issued must be fully completed and signed.
3. All notations must be legible and accurate.
4. Signatures are required where indicated. Initials are not acceptable.
5. The job to be done and all requirements specified on the permit must be discussed with the permit issuer to ensure full understanding.
6. Any changes to the permit once it has been issued must be made to all copies and the changes discussed by the Contractor and the Operations Manager/Operations Supervisor to avoid any misunderstanding.
7. **Work permits cannot extend beyond the expiry date noted on the permit. If an extension is required, a new permit must be issued.**
8. Any direct violation of the terms and conditions of the permit will result in cancellation of the permit. Repeated disregard of work permit rules and regulations may result in the Contractor or workman involved being removed from the premises. This includes violation of work times, work areas and/or safety requirements, ID tradesman badge not worn, etc.
9. Only the contractors indicated on the permit are permitted to work in the areas shown on the permit.
10. Keys will be issued by Security for the specific work areas noted on the permit. Keys will be picked up at the start of each day, upon proof of identification, at the Security Control Facility. Keys will be returned at the end of each work day to the Security Control Facility.
11. All authorized workmen in the complex will be issued Contractor identification badges at the start of each day from the Security Control Facility. These badges must be worn in plain view while on site. Any workman on site without an ID badge will be escorted to the Security Control Facility. All badges will be returned at the end of each day.
12. The Contractor will maintain the work area to a standard of cleanliness acceptable to the Operations Manager and/or their designate.
13. The Landlord may require all work to be conducted and all tools and equipment stored behind screens or boarding.
14. The Contractor will strictly adhere to all "hot work" requirements and perform hot work only when cold work methods have been exhausted.
15. All cutting and drilling or other work of a vibrant nature which will cause excessive noise will be conducted as per the agreement with the Landlord.
16. The Contractor assumes full responsibility for all keys and equipment signed out. Full replacement and direct costs associated with any loss will result in charge backs directly to the Contractor (key cutting, rekeying, etc.).
17. The Landlord will not provide the Contractor or his employees with any parking at any time. There are parking lots adjacent to the complex which may have parking available to the Contractor at their own expense.
18. Access to freight elevators for the transporting of materials shall be arranged with the Security Control Facility. The Contractor is responsible to arrange for the elevator protection pads which are available upon request.
19. The contractor shall store all paint, varnish and flammable materials in a fire-safe manner.
20. All material being moved into or out of the building shall be moved via the loading dock only. All loading dock deliveries shall be scheduled with the loading dock manager.
21. The Tenant and the Tenant's Contractors and suppliers are further responsible with regard to:
  - time and place of deliveries
  - material handling and equipment storage
  - power, heat and water supply
  - clean up and garbage removal
  - washroom facilities
  - security of the leased premises during construction
22. All Contractors are required to evacuate the building immediately upon activation of the fire alarm system. Prior notification will be sought by the Contractor regarding the scheduling of any fire or evacuation drills.
23. All Contractors must supply all their own equipment (ie. ladders, tools, etc.) when performing work in the building. At no time will building staff lend any building equipment to contractors.

### Work Requirements for Contractors

The Operations Supervisor will be responsible for detailing the workplace safety requirements, based on the information provided in the permit.

#### **\*1. Hot Work/Soldering Work**

The use of tools, techniques or equipment which can constitute a source of ignition is referred to as "hot work".

Some examples are:

- welding arcs
- cutting or heating torches
- grinding tools
- soldering equipment (oxy acetylene or acetylene )
- pipe cutting (flame tools)
- tar pots
- stress relieving equipment
- hot tapping operations
- open flame

Cutting, welding or open flame methods of work will be permitted only when all the appropriate areas identified on the permit issued by security have been completed, i.e. provide fire watch, provide stand-by extinguishers, use fire proof tarps to contain sparks etc. The building fire alarm system zones affected by the work must be bypassed before any hot work/soldering takes place.

#### **\*2. Electrical System Work**

Any work on major electrical such as primary or secondary switchgear, MCC panels, transformers, 120, 347 or 600 volt panels and devices are referred to as "electrical work". Exceptions are telephone wiring and data/communication cables. All work is to be performed in the de-energized state by qualified trace persons. All electrical disconnects, controllers, breakers and switches must be locked off/ isolated by padlocks or breaker locks with an associated tag stating "Do not Operate" and giving the following information:

- equipment identification
- a signature and contact phone number of the person responsible for controlling the lock
- date of isolation
- purpose and/or permit number

The Operations Supervisor or designate will issue all required locks, tags etc. to the Contractor at the start date of the job. The Contractor may provide their own controlled locks for lock-out, in which case multiple lockout hasps should be provided so that Building Operations can also lock the system out.

The Contractor will follow proper lock out and isolation procedures at all times. Upon expiry of the permit, any locks provided by Building Operations will be returned to the Operations Supervisor in good condition. The Contractor will notify the Operations Supervisor on a daily basis as the equipment is being returned to service as well as any extended shutdowns.

#### **\*3. FIRE ALARM SYSTEMS AND SPRINKLER SYSTEM WORK**

Any work which will disable any portion of the fire protection system in any way is referred to as "fire system work". Examples of "fire system work" are:

- Closure of sprinkler isolation valves
- Use of cutting or heating torches (requires zone isolation)
- Pressure reducing valve repairs or bypass conditions
- Smoke or heat detector, pull station, annunciator, bells, speakers, or fire computer system repairs or modifications
- Any hot work which may activate smoke or heat detectors
- Fire system testing or adjustments
- Fire pump shutdown or isolation

The Contractor will strictly adhere to all the requirements and prepare the area as identified on the permit, i.e. provide fire watch and standby extinguisher etc. The Contractor will notify the Operations Manager or designate, on a day to day basis regarding which system or which portion of the system will be impaired, the duration for which it will be impaired and provide immediate notice when the system is being restored to service.