1. Go to the EH&S website at [https://www.ehs.gatech.edu/fire](https://www.ehs.gatech.edu/fire)
2. Select “Fire Systems Modification”:

3. There you will see different Modifications/Shutdowns that we do:

   ![Fire Systems Modification]

   **Fire Systems Modification/Shutdown Request**

   All modification or shutdown requests must be submitted **24 hours** in advance. The GT Fire Safety Office requires approval for the following activities:

   - Fire Alarm Testing
   - Fire Alarm System Work/Repairs
   - Fire Sprinkler Inspections
   - Fire Sprinkler Work/Repairs
   - Hot Work - Inside Buildings
   - Construction - Involving Dust, Sanding, Moisture, Etc.

   To request approval for modification or shutdown, please complete the form below. The GT Fire Safety Office will notify you when your request has been approved.

   **Type of Request**
   - [ ] Hot Work Permit Request
   - [x] Fire System Shutdown/Modification Request
   - [ ] Hot Work Permit Request and Fire System Shutdown/Modification Request
4. Select Hot Work:

- Brazing
- Cutting
- Grinding
- Soldering
- Sweating
- Welding

To request an inspection, please complete the form below. The GT Fire Safety Office will

**Type of Request** *

- Hot Work Permit Request
- Fire System Shutdown/Modification Request
- Hot Work Permit Request and Fire System Shutdown/Modification Request

5. Put in your contact information:

**Contact Information**

- Name *

- Phone Number *

- Email Address *

- Department or Company Name *
6. Select the Work details:

7. If this is work relating to a permit, click yes and add permit number.

8. Enter the person who will be performing the Fire Watch and Hot Work

9. Select the type of hot work:

10. Select building name, floor and room (if this is isolated to a certain location) and dates and time frame:
11. Select the date and time:

![Hot Work Inspection Request](image)

12. Select the Hot Work precautions

![Hot Work Precautions](image)

13. Once completed select the submit button.
14. Once submitted you will get a phone call/email confirmation regarding your request.