

Above Ceiling Work Permit

Where above ceiling installation activities are taking place, or in the event of pre-existing conditions identified during inspection or repair activities, the individual performing the work obtains an Above Ceiling Work Permit by following the steps identified with the Above Ceiling Work Policy link on the FOAM Website.

The Above Ceiling Work Permit must be completed on-line prior to beginning any new installation work above the ceiling level.

The individual performing the work is responsible for completing the ACW Permit Request. The UTMB representative having authority over the work (FOAM, Environmental Health and Safety or Information Technology Services) will be automatically notified via email that a New Permit Request Needs Approval.

The UTMB representative within one of these departments who specifically authorized the work reviews the on-line Permit for completeness and Approves / Issues the Permit. Upon completion of this review and approval / issue process by the UTMB Authorizing Representative, the individual who initiated the ACW Permit Request will be automatically notified by email that the Permit is Approved. The individual will then print out a hard copy of the Permit which is to be maintained at the work location for the duration of the work.