

Submitted By: _____
Date: _____

Approved By: _____
Date: _____



IMPAIRMENT REQUEST FORM

This form is designed to provide Property Management and Engineering with the necessary information to facilitate your request to perform this impairment. Fill out both the general information and impairment information sections. If this impairment is to facilitate hot work also fill out the hot work information section. **Impairment Request Forms must be submitted via email no later than two business days in advance.** Impairments will not be performed unless the contractor is present. This form will be reviewed by the appropriate Hines personnel and you will be notified whether the request is approved.

Send all forms via email to Gina.Dobbs@hines.com, copy Katharine.Goodwin@hines.com and Daniel.Oliddy@hines.com.

GENERAL INFORMATION

Tenant: _____
Tenant Contact: _____
Impairment Requested for: Sprinkler System Fire Alarm System
Does this impairment involve hot work? Yes* No
*If yes fill out the Hot Work Information Section

IMPAIRMENT INFORMATION

Floor(s) Requested: _____
Company Performing Work: _____
Contact Name and Phone Number: _____
Date Outage Requested: _____
Start Time & End Time of Outage Requested: _____
Reason for Request: _____
Special Instructions or Comments: _____

HOT WORK INFORMATION*

Hot work is defined as including, but not limited to – welding, brazing, soldering, grinding, torch, or saw cutting and torch applied roofing.
Before hot work can be scheduled the tenant must provide a current hot work permit issued by Fairfax County (VA) for the contractor performing the work. The contractor will walk with a Hines engineer on the scheduled day (prior to hot work commencing). It is the contractor's responsibility to ensure precautions are in place as required by NFPA 51B and ANSI Z49.1 [including a) making sure an appropriate fire extinguisher is readily available, b) ensuring the Fairfax County issued hot work permit is posted and a copy is sent to Property Management, and c) performing a Fire Watch for one hour after the work is complete with a Hines engineer].

If the site is compliant with our hot work permit requirements the Hines engineer will issue a one-day hot work permit and work can begin. In the event the site is not compliant with our hot work permit requirements the permit will be denied and hot work can not take place. The property is not responsible for any costs associated with this process. The full list of requirements is available upon request.

County Hot Work Permit Issued To: _____
County Hot Work Permit Expiration Date: _____