

Specific Project Requirements Forms Reference Sheet
SUBMIT ALL DOCUMENTATION TO CAPU LIAISON 5 DAYS IN ADVANCED FOR APPROVAL

Activity	Required Form(s)	Additional Documents	Dept Verification	Job Site Requirements
Parking a Building Access	<u>SG-02 Parking and Building Access Request</u>		Security	
Shut Down Fire Alarm	<u>SG-03 – Fire & Life Safety Shutdown</u>	Work procedures	Facilities OHS & EP	Approved Form Work Procedures
Hot Works	<u>SG-04 Hot Work Permit</u>	Work procedures	Facilities OHS & EP	Approved Form Hot Works Permit
Asbestos abatement		Work procedures	Facilities OHS & EP	Work Procedures
Hazardous Materials		List of materials and quantities	Facilities	Mandatory list and MSDS's onsite
Roof Access	<u>SG-05 Roof Access Form</u>	If required, additional submit a fall potection	Facilities OHS & EP	Approved Form Fall Protection Plan (If required)
Fall protection		Work procedures, design specs, & professional engineer instructions. Also submit a fall protection plan.	Facilities OHS & EP	Work Procedures Design Specs. Fall Protection Plan
Confined Space	<u>SG-06 – Confined Space Entry</u>	Space specific risk assessment and entry procedures.	Facilities OHS & EP	Approved Form Risk Assessment Entry Procedures
Lockout/Tagout		Specific Lockout/Tagout procedure plan	Facilities	Approved Form Lock & Tag
Electrical Work	<u>SG-07 High Voltage Access</u>	Work procedures	Facilities	Approved Form Work Procedures
Radiation Work (e.g. x-ray, sonar)		Work procedures, equipment information & maintenance records	Facilities OHS & EP	Approved Form Work Procedures
Utility Shutdown	<u>SG-08- Utility Shutdown</u>		Facilities	Approved Form
Emergency Procedures	<u>SGD – 06 – Emergency Procedures</u>	<u>SGD-07-10 – Campus Maps</u>	Contractor	Specific Campus Map for calling 9-11

