



Port of Seattle Fire Department

PRE-CONSTRUCTION COORDINATION REQUIREMENTS

Prior to Notice to Proceed (NTP), the contractor shall complete the attached questionnaire and submit to the Port.

Once accepted, the Engineer will transmit to the Fire Department and they will schedule the Fire Department Pre-Construction Meeting onsite to jointly review site, scope of work, issue/review Project/Area Permit and discuss any other fire safety requirements.

Prior to the onsite meeting, Contractor shall review conditions for hot works, daily hot work checklist, powder-actuated fasteners, and the latest version of the SEA Rules of Airport Construction and Port Construction Safety Manual.

A Hot Works Permit (Appendix G) is required on Port property for welding, cutting, grinding, torching, soldering, or any work that creates a flame or spark. In addition, coordinate with Fire Department if temporary heating, portable generators, and fuel storage tanks are to be utilized.

- Area/Project Hot Work Permit shall be issued to contractor Superintendent or other Engineer approved contractor representative depending on scope of project (known as permit-holder).
- A daily hot work checklist shall be filled out prior to every hot work location and submitted to permit-holder.
- See Appendix G for and Conditions for Hot Works and Daily Hot Work Checklist.

A Powder Actuated Fastener Permit (Appendix F) is required on Port property for use of Powder Actuated tools.

If project requires fire sprinkler modifications, coordinate with Engineer to verify whether existing fire sprinkler pipes supplying construction space meet current Port requirement (Schedule 40). It is recommended to plan early on identifying affected riser and construction space for shut down request. Please note that when a sprinkler system is impaired, no hot works may take place unless a designated fire watch is posted.

The Port will perform random inspections. At any time you have questions or concerns please reach out.

Port of Seattle Fire Department
2400 South 170th Street
Seattle, WA 98158
Fire Prevention: (206) 787-5327
Fire Dispatch: (206) 787-5380



Port of Seattle Fire Department

PRE-CONSTRUCTION COORDINATION QUESTIONNAIRE

Project Name _____

Expected NTP Date: _____

Expected Completion Date: _____

Location: _____

Space: _____

Contractor Name: _____

Superintendent(s): _____

Cell: _____

E-mail: _____

Superintendent(s): _____

Cell: _____

E-mail: _____

Port Inspector: _____

Cell: _____

E-mail: _____

Check if the following are anticipated to be used or performed.

Y N/A

☐ ☐ Hot works to be performed

☐ ☐ Temporary generators

☐ ☐ Powder actuated devices

☐ ☐ Use of, and/or storage of, flammable/combustible gases and/or liquids

☐ ☐ Sprinkler work – Name of sprinkler riser that covers area/space _____

☐ ☐ Temporary heating

☐ ☐ Work of Roof

☐ ☐ Work on Ramp

☐ ☐ Need to block and/or use exit doors for construction

☐ ☐ Contractor has reviewed the “Rules for Airport Construction” and “Construction Safety Manual”