

**FIRE WATCH LOG**

Building Name: \_\_\_\_\_ Address: \_\_\_\_\_

Reason for Watch: \_\_\_\_\_ Fire Alarm System \_\_\_\_\_ Fire Sprinkler System \_\_\_\_\_ Other: \_\_\_\_\_

Fire Watcher: \_\_\_\_\_, Fire Watcher Phone Number: \_\_\_\_\_

Fire Watch Patrol Interval: \_\_\_\_\_ 30 Minutes \_\_\_\_\_ 60 Minutes

When To Watch	Some buildings are required by law to have fire alarm and automatic sprinkler systems. Where either of these systems is out of service, the International Fire Code Section 901.7, requires the building to be evacuated or a fire watch to be established. The fire watch must be maintained until the fire alarm and sprinkler systems are placed back in service by a licensed fire alarm or fire sprinkler company.
What To Watch	Persons performing a fire watch must perform constant patrols of the protected premises and thoroughly check all parts of a building that are affected by the fire alarm and sprinkler failures. This includes all rooms, attics, and concealed areas. Watchers are required to keep a log of the rounds they make. The log is to be kept in a central location to make it easily accessible for verification.
Who Watches	Fire watchers should be familiar with the buildings and equipment they are watching, the facility's fire emergency plan, the location of manual fire alarm stations and fire protection equipment and be able to use them if necessary. Fire watch personnel must have a flashlight and be able to use communication devices to call 911. The watchers only job is maintaining the fire watch.

*Use the following form to document the Fire Watch and always keep this form available for review by this office.*

Fire Watch Date:	Fire Watch Times	Started:	Ended:
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Fire watch personnel must perform continuous patrols such that each area is checked at not less than 30-minute intervals where sleeping occurs, otherwise 60-minute intervals. The first entry in this log must be made within 30 minutes of the start of the fire watch and every 30 or 60 minutes thereafter. Times must be recorded using the 24-hour clock and initialed. Any problems found during the fire watch must be documented and immediately addressed.

Tour #	Time Completed	Initials	Tour #	Time Completed	Initials	Tour #	Time Completed	Initials
1			11			21		
2			12			22		
3			13			23		
4			14			24		
5			15			25		
6			16			26		
7			17			27		
8			18			28		
9			19			29		
10			20			30		

Watch Problems Summary: \_\_\_\_\_

I certify by my initials above and by my signature here, that I completed a tour of my entire area as indicated:



\_\_\_\_\_  
 Signature Date