



OFFICE OF FIRE SAFETY AND PREVENTION



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FIRE WATCH LOG

Facility Name _____ Facility Number _____

Assigned Area _____ Fire-Watcher _____ (PRINT)

When To Watch	Some buildings are required by law to have fire alarm and automatic sprinkler systems. If either of these systems go down for more than four hours in a 24-hour period, NFPA 101 2018 Ed. Section 9 Paragraph 9.6.1.6 requires the building to be evacuated or a fire watch to be established. Local authorities are to be notified of the equipment failure and subsequent fire watch. The fire watch must be maintained until the fire alarm and sprinkler systems are again properly functioning.
What To Watch	Members of a fire watch must regularly and thoroughly check all parts of a building that are affected by the fire alarm and sprinkler failures. This includes attics, crawl spaces, storage rooms, resident rooms, employee break rooms and concealed areas. Watchers are required to keep a log sheet of the rounds they make while on fire watch. This shall be every 60 minutes. The log is usually kept in a central location to make it easily accessible and to verify that it is not being tampered with.
Who Watches	Fire watchers should be familiar with the buildings and equipment they are watching. In addition to the facility's established fire emergency plan, watchers should know where manual fire alarm stations and fire protection equipment are located and be able to use them if necessary. Fire watch personnel must also be able to use communication devices, such as walkie-talkies and be trained on filling out fire watch log sheets. Any person who meets these criteria may be a fire watcher. During a fire watch, however, a watchers only job should be maintaining the fire watch.

Use the following form to document the Fire Watch and keep this form available for review by this office or Local Officials at all times.

Fire Watch Times	STARTED →		ENDED →	
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Fire watch personnel must perform continuous tours such that each room in their assigned area is checked at not less than 60-minute intervals. The first entry in this log must be made within 60 minutes of the start of the fire watch and every 60 minutes thereafter. Times must be recorded using the 24-hour clock and initialed. Any problems found during the fire watch must be documented (along with the time found and initialed) and reported to the head of maintenance for immediate correction.

Tour #	Time Completed	Initials	Problems Noted During Fire Watch	Tour #	Time Completed	Initials	Problems Noted During Fire Watch
1				13			
2				14			
3				15			
4				16			
5				17			
6				18			
7				19			
8				20			
9				21			
10				22			
11				23			
12				24			

WATCH PROBLEMS SUMMARY →	
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I certify by my initials above and by my signature here, that I completed a tour of my entire assigned area as indicated: →		
	Signature	Date