

FIRE WATCH LOG AND CHECKLIST

Facility Name: _____

Address/Building Name: _____

Fire Watch Coordinator: _____

Fire Watch Rules

- Continually patrol the area, structure or facility and document the patrol a minimum of once every hour.
- Be trained in the use of a fire extinguisher and have one accessible at all times.
- Be capable of communicating with building occupants and the fire department to notify them about fires or other emergencies.
- Maintain a record of the Fire Watch for inspection by the Authority Having Jurisdiction.

Fire Watch Log

DATE	Name of Person Performing Fire Watch	Area/Floor	Time	Comments

FIRE WATCH LOG AND CHECKLIST

Fire Watch Checklist

- Document start time for the fire watch
- Provide portable radios or other communications devices for watch team members
- Procedure to notify the fire department of emergencies
- Procedure to notify building occupants of emergencies or to manually activate the building fire alarm system
- Building keys to allow access to appropriate areas of the building during the watch
- Organize team and patrol areas in building
- Firefighting equipment available for emergencies – portable fire extinguishers or light hose lines
- Fire watch team members should be trained – yearly refresher training is recommended
- System Outages – Communication means with Outage Coordinator or contractor
- Hot work – Communication means with Hot Work Coordinator and fire extinguisher(s) within 30 feet of hot work area
- Demolition/Construction – Communication means with construction team
- Events – Communications means with event team and Fire Marshal
- Prevent small fires from reaching dangerous proportions
- Notify building occupants and the fire department of emergencies
- Identify ignition sources and remove nearby combustible materials
- Remove obstructions to safe evacuation of the space
- Maintain manual firefighting equipment in good condition
- Document the fire watch activities in an organized log
- Document end time for the fire watch