

FIRE WATCH LOG SHEET

In the event that any of the following fire protection systems are off-line, a FIRE WATCH is to be implemented IMMEDIATELY – Fire Alarm System, Sprinkler System, Standpipe System, Fire Pump, Emergency Power System, Specialized Fire Suppression System, other specialized building systems.

Persons assigned to Fire Watch duties shall follow the requirements listed on the Fire Watch Duties sheet and shall patrol all unprotected areas of the building (time intervals to be determined by AHJ) to check for signs of fire or smoke conditions. All patrols are to be recorded on this Fire Watch Log Sheet immediately following each round. Records of Fire Watch shall be retained on site for 2 years after they are made, and shall be made available upon request to the Chief Fire Official.

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch

If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn, whistle or another device approved by the Chief Fire Official.

_____	System OUT OF SERVICE	Date: _____	Time: _____
System Out of Service		Date: _____	Time: _____
System Out of Service		Date: _____	Time: _____

_____	System BACK IN SERVICE	Date: _____	Time: _____
System Back in Service		Date: _____	Time: _____
System Back in Service		Date: _____	Time: _____

NAMES & POSITIONS OF PERSONS CONDUCTING FIRE WATCH:	INITIALS
1. _____	
2. _____	
3. _____	
4. _____	

See Reverse for Fire Watch Patrol Log Sheet

FIRE WATCH PATROL LOG SHEET

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch

Fire Watch Duties Conducted By: _____
 (print name & position)

Fire Watch Commenced: Date: _____ Time: _____

ROUNDS	DATE (m/d/y)	START TIME (circle a.m./p.m.)	FINISH TIME (circle a.m./p.m.)	AREAS PATROLLED & COMMENTS	INITIALS
1.	/ /	a.m. p.m.	a.m. p.m.		
2.	/ /	a.m. p.m.	a.m. p.m.		
3.	/ /	a.m. p.m.	a.m. p.m.		
4.	/ /	a.m. p.m.	a.m. p.m.		
5.	/ /	a.m. p.m.	a.m. p.m.		
6.	/ /	a.m. p.m.	a.m. p.m.		
7.	/ /	a.m. p.m.	a.m. p.m.		
8.	/ /	a.m. p.m.	a.m. p.m.		
9.	/ /	a.m. p.m.	a.m. p.m.		
10.	/ /	a.m. p.m.	a.m. p.m.		
11.	/ /	a.m. p.m.	a.m. p.m.		
12.	/ /	a.m. p.m.	a.m. p.m.		
13.	/ /	a.m. p.m.	a.m. p.m.		
14.	/ /	a.m. p.m.	a.m. p.m.		
15.	/ /	a.m. p.m.	a.m. p.m.		
16.	/ /	a.m. p.m.	a.m. p.m.		
17.	/ /	a.m. p.m.	a.m. p.m.		
18.	/ /	a.m. p.m.	a.m. p.m.		



FIRE WATCH NOTICE



FIRE ALARM/SPRINKLER SYSTEM – OUT OF SERVICE

Order to comply

Address: _____ Business Name: _____

This location has is under FIRE WATCH by on-duty personnel, they are conducting a continuous tour of the common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Call **9-1-1** immediately if fire or smoke is observed. Let staff know so they can evacuate the building safely and immediately.

NPFA 25 15.3.2 The tag shall be posted at each fire department connection and the system control valve, and other locations required by the AHJ, indicating which system, or part thereof has been removed from service.

This notice shall not be removed except by a fire code official.



QR code for fire watch log

When completed email to fireprevention@okolonafire.org

Fire Marshal Contact information:

Major Frankie Nalley

Fire Marshal Office 502-916-8182