

FIRE WATCH PATROL LOG & QUICK GUIDE

For Fire Alarm & Fire-Protection System Impairments

Fire Watch Patrol Record

Use this log to document fire watch patrols at the frequency required by the building's Fire Safety Plan, site-specific fire watch procedure or authority having jurisdiction. Where hourly patrols are required, complete each round at least once every hour.

Property / Building		Date	
Address		Time Started	
Conducted By		Time Ended	
Contact Number		Reason for Fire Watch	
Areas Included			
Instructions / Notes			

Hourly Patrol Record - Rounds 1 to 12

Round #	Time	Area / Floor / Route Checked	Conditions Observed / Deficiencies	Action Taken / Reported	Initials
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

FIRE WATCH PATROL LOG & QUICK GUIDE

For Fire Alarm & Fire-Protection System Impairments

Fire Watch Patrol Record

Use this log to document fire watch patrols at the frequency required by the building's Fire Safety Plan, site-specific fire watch procedure or authority having jurisdiction. Where hourly patrols are required, complete each round at least once every hour.

Property / Building		Date	
Address		Time Started	
Conducted By		Time Ended	
Contact Number		Reason for Fire Watch	
Areas Included			
Instructions / Notes			

Hourly Patrol Record - Rounds 13 to 24

Round #	Time	Area / Floor / Route Checked	Conditions Observed / Deficiencies	Action Taken / Reported	Initials
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					

FIRE WATCH PATROL LOG & QUICK GUIDE

For Fire Alarm & Fire-Protection System Impairments
Quick Guide

BEFORE YOU START

- Have a charged cell phone or other reliable means of communication.
- Have a flashlight.
- Have the required building / access keys.
- Have a noise-making device or other approved means of alerting occupants, where required.
- Have this Fire Watch Patrol Log and a pen.
- Know the areas included in the fire watch.
- Know the required patrol frequency and route.
- Know how to contact building management or the designated contact person.

DURING EACH ROUND

- Follow the designated fire-watch route.
- Check all assigned areas.
- Look and smell for signs of smoke or fire.
- Watch for unusual heat or other abnormal conditions.
- Check that required exit routes remain unobstructed.
- Check that required fire doors are not improperly held open.
- Watch for new or developing fire hazards.
- Record the time the round was completed and note any deficiencies or unusual conditions.
- Report conditions requiring immediate attention.

IF YOU DISCOVER FIRE OR SMOKE

1. Alert occupants in accordance with the building's emergency procedures.
2. Call **9-1-1** or the local emergency number from a safe location.
3. Provide the building address and the location of the emergency.
4. Do not place yourself at risk or attempt duties beyond your training.
5. Follow the building's established emergency procedures and any directions from the fire department or authority having jurisdiction.

IMPORTANT REMINDERS

- A fire watch does not replace the impaired fire-protection system.
- Follow the building's Fire Safety Plan and any site-specific fire watch procedure.
- Follow any instructions provided by the authority having jurisdiction, monitoring company or qualified service provider, as applicable.
- If the fire watch covers sleeping occupants, care occupancies or other higher-risk uses, ensure the assigned person understands any additional procedures required for that property.

END OF FIRE WATCH

Do not discontinue the fire watch until the affected fire-protection system has been restored to service and the fire watch may be ended in accordance with the building's procedure or directions from the authority having jurisdiction. Notify required parties when protection has been restored.

RETAIN COMPLETED RECORDS

Retain completed fire watch records in accordance with the building's Fire Safety Plan, applicable requirements and directions of the authority having jurisdiction.