

Fire Watch Log

Document patrols at the frequency established by the Fire Safety Plan, site fire-watch procedure and/or authority having jurisdiction.

PROPERTY / BUILDING

ADDRESS

CONDUCTED BY

REASON FOR FIRE WATCH

AREAS INCLUDED

DATE

TIME STARTED

PATROL FREQUENCY

CONTACT NUMBER

INSTRUCTIONS / NOTES

PATROL RECORD - ROUNDS 1 TO 12

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

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CONTACT NUMBER

INSTRUCTIONS / NOTES

PATROL RECORD - ROUNDS 13 TO 24

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

Fire Watch Quick Guide

A practical reminder for assigned fire-watch personnel.

BEFORE YOU START

- ☐ Confirm the areas, route and patrol frequency assigned for this fire watch.
- ☐ Have a reliable means of communication, required keys/access and a flashlight where needed.
- ☐ Know how to alert occupants and contact emergency services under the site procedure.
- ☐ Know who must be notified about deficiencies or changing conditions.
- ☐ Have the Fire Watch Log ready and understand the documentation expected.

DURING EACH ROUND

- ☐ Follow the designated route and check all assigned areas.
- ☐ Look and smell for signs of smoke, fire, unusual heat or abnormal conditions.
- ☐ Confirm required exit routes remain unobstructed and required fire doors are not improperly held open.
- ☐ Watch for new or developing hazards and report conditions requiring immediate attention.
- ☐ Record the round time, areas checked, observations, actions and initials.

IF YOU DISCOVER FIRE OR SMOKE

- ☐ Alert occupants in accordance with the building emergency procedures.
- ☐ Call 9-1-1 or the local emergency number from a safe location.
- ☐ Provide the address and location of the emergency.
- ☐ Do not place yourself at risk or perform duties beyond your training and authorization.
- ☐ Follow established emergency procedures and fire-department/AHJ direction.

END OF FIRE WATCH

Do not end the fire watch simply because a repair is believed to be complete. Confirm restoration in accordance with the site procedure and any required qualified service, monitoring-company, management and/or AHJ direction. Record the end time, who authorized the end of the fire watch and any follow-up required.