Fire Watch Log

Information sheet and patrol log. Keep it on site for the fire department.

COREDINATE by nomadia

1. Fire watch details

Facility name		**Address**	
Record / permit no.		**Area(s) under fire watch**	
Fire watch start (date, time)		**Patrol interval required**	
Interval set by		**Fire watch provider**	

Reason for the fire watch:

- ☐ Sprinkler system impaired
- ☐ Fire alarm system impaired
- ☐ Standpipe, fire pump or water supply impaired
- ☐ Hot work
- ☐ Construction or demolition
- ☐ Assembly or event
- ☐ Other order of the fire code official

System out of service or hot work: what, where and why

Notified	**Date, time**	**By**	**Reference / name**
Fire department			
Fire code official			
Alarm monitoring company			
Insurer (if required)			

2. Contacts

Role	Name	Phone	Notes
Emergency: 911 (give the exact address)			
Building owner / manager			
Fire protection contractor			
Alarm monitoring company			
Fire watch supervisor			
Fire code official			

3. Fire watch personnel

Name	Company	Phone / radio	Guard card / license no.	On duty	Off duty

4. Patrol route

Area on the patrol route	What to check

5. End of fire watch

System restored (date, time)		**Restored by (contractor)**	
End authorized by (name, agency)		**Authorization (written / email ref.)**	
Monitoring company told		**Log copy sent to**	

Role	Name	Signature	Date
Fire watch supervisor			
Building owner / manager			

6. Patrol log (use as many pages as the patrol interval needs)

One line per round. Each line confirms a complete check of the areas on the route. Record hazards found and what you did, even if you fixed them yourself.

Round	Date	Start	End	Areas checked	Findings / hazards	Action taken	Initials

Fire Watch Log - worked example (fictional)

Names, numbers and places are invented to show the level of detail.

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1. Fire watch details

Facility name	Example: Harbor Row Distribution Center (fictional)	**Address**	100 Example Way, Building B
Record / permit no.	FW-0412	**Area(s) under fire watch**	Building B, all floors, mezzanine and dock
Fire watch start (date, time)	03/11, 07:40	**Patrol interval required**	Every 30 minutes
Interval set by	Fire marshal's office (email 03/11, 07:55)	**Fire watch provider**	Northgate Patrol Services (fictional)

Reason for the fire watch:

- ☒ Sprinkler system impaired
- ☐ Fire alarm system impaired
- ☐ Standpipe, fire pump or water supply impaired
- ☐ Hot work
- ☐ Construction or demolition
- ☐ Assembly or event
- ☐ Other order of the fire code official

System out of service or hot work: what, where and why

Sprinkler riser 2 shut for replacement of the main control valve. Building B unprotected until the riser is back in service.

Notified	Date, time	By	Reference / name
Fire department	03/11, 07:42	Facility manager	Non-emergency line, operator 14
Fire code official	03/11, 07:45	Facility manager	Email ref. FMO-2291
Alarm monitoring company	03/11, 07:48	Facility manager	Ticket 55-0193
Insurer (if required)	03/11, 08:30	Facility manager	Impairment notice by email

2. Contacts

Role	Name	Phone	Notes
Emergency: 911 (give the exact address)		911	100 Example Way, Building B
Building owner / manager	Facility manager	555-0141	24 h
Fire protection contractor	Sprinkler fitter on site	555-0152	Valve work, est. 2 days
Alarm monitoring company	Central station	555-0163	Ticket 55-0193
Fire watch supervisor	Shift supervisor	555-0174	Radio channel 3
Fire code official	Fire marshal's office	555-0185	Ends the fire watch in writing

3. Fire watch personnel

Name	Company	Phone / radio	Guard card / license no.	On duty	Off duty
Officer A. Ruiz	Northgate	Radio ch. 3	Example 0000001	07:40	15:40
Officer D. Chen	Northgate	Radio ch. 3	Example 0000002	15:40	23:40
Officer M. Okafor	Northgate	Radio ch. 3	Example 0000003	23:40	07:40
Officer A. Ruiz	Northgate	Radio ch. 3	Example 0000001	03/12 07:40	03/12 16:20

4. Patrol route

Area on the patrol route	What to check
Dock doors 1-12	Hot work or smoking near trailers, doors clear
Racking aisles A-F	Smoke, smell of burning, blocked aisles, extinguishers in place
Mezzanine	Exit stairs clear, no stored cartons on the stairs
Riser room 2	Work area tidy, no hot work without a permit
Battery charging room	Chargers, no damaged batteries, door closed
Exits E1-E6	Unlocked from inside, signs lit, nothing in front

5. End of fire watch

System restored (date, time)	03/12, 16:20	**Restored by (contractor)**	Sprinkler contractor, test report attached
End authorized by (name, agency)	Fire marshal's office	**Authorization (written / email ref.)**	Email ref. FMO-2291, 03/12, 16:52
Monitoring company told	03/12, 16:55	**Log copy sent to**	Fire marshal's office, 03/12

Role	Name	Signature	Date
Fire watch supervisor	Shift supervisor		
Building owner / manager	Facility manager		

6. Patrol log (use as many pages as the patrol interval needs)

One line per round. Each line confirms a complete check of the areas on the route. Record hazards found and what you did, even if you fixed them yourself.

Round	Date	Start	End	Areas checked	Findings / hazards	Action taken	Initials
1	03/11	07:45	08:05	Full route	None		AR
2	03/11	08:15	08:36	Full route	Exit E3 blocked by a pallet	Moved pallet, told shift lead	AR
3	03/11	08:45	09:04	Full route	None		AR
4	03/11	09:15	09:33	Full route	Contractor grinding in riser room	Stopped work, no hot work permit; supervisor called	AR
5	03/11	09:45	10:03	Full route	None		AR
6	03/11	10:15	10:34	Full route	Extinguisher aisle C missing	Replaced from store, logged	AR
7	03/11	10:45	11:02	Full route	None		AR
8	03/11	11:15	11:33	Full route	None		AR
9	03/11	11:45	12:04	Full route	Smoking at dock door 7	Stopped, pointed to smoking area	AR
10	03/11	12:15	12:33	Full route	None		AR
11	03/11	12:45	13:02	Full route	None		AR
12	03/11	13:15	13:35	Full route	Cartons stacked on mezzanine stairs	Moved to rack, told warehouse lead	AR
13	03/11	13:45	14:03	Full route	None		AR
14	03/11	14:15	14:32	Full route	None		AR
15	03/11	14:45	15:04	Full route	Charger room door wedged open	Closed, wedge removed	AR
16	03/11	15:15	15:33	Full route	None. Handover to D. Chen 15:40	Special orders passed on	AR