

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 areas of the building every **30 minutes** 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 emailed to **Fire Prevention Bureau @ firepreventionbureau@elizabethcitync.gov**

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

If fire or smoke conditions are discovered please **contact 911 immediately**.

_____ 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: _____

SEE REVERSE FOR FIRE WATCH PATROL LOG SHEET

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

Fire Watch Communicated To: _____
(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)	Name / Position	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		