

# Wallingford Fire Department

Office of the Fire Marshal

75 Masonic Avenue, Wallingford, CT 06492

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## FIRE WATCH LOG SHEET

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

**Fire Watch Duties Conducted By:** \_\_\_\_\_  
(print names & positions)

**Fire Watch Commenced:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

ROUNDS	START TIME	FINISH TIME	AREAS PATROLLED & COMMENTS	INITIALS
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

## **PROPERTY OWNER FIRE WATCH DUTIES**

1. Fire Watch personnel shall have access to at least one approved means of communication; know the exact address of the property, and the procedure to report a fire or other emergency condition by calling 911.
2. If more than one person is conducting a fire watch, they must be able to communicate with each other (either a cell phone, portable radio, or phone line are acceptable)
3. Fire watch personnel shall be familiar with the layout of the buildings and property. They shall become familiar with all electrical shut off devices and main power cut-offs and any other areas that may be hazardous to responding fire service personnel. Fire watches must know the location of any fire extinguisher, sprinkler system controls, hose connections and all fire protection equipment in the structure or site.
4. Fire Watch personnel must have a written plan for patrolling the property.
5. Fire watch personnel shall be made familiar with any pre-emergency plan and emergency plans that exist for the structure. Fire watch personnel must know their responsibility under any emergency plan in effect.
6. Periodic patrols must be conducted of the entire facility. Patrols must occur every 30.
7. The first round of a fire watch should begin as soon as possible, during the rounds the fire watch should make thorough inspection of the building or spaces assigned to him/her noting the following at a minimum:
  - Portable fire extinguishers are in place, unobstructed and in proper operating condition.
  - Corridors and exits are free and clear of storage and all other obstructions.
  - Exit and stairwell doors are clear and fully operational.
  - EXIT signs are visible and properly illuminated.
  - Fire doors, smoke barrier doors and hazardous area doors are kept closed and latched (i.e., not tied, wedged or blocked open in any fashion).
  - Electrical hazards are promptly reported and remedied.
  - No smoking or work involving cutting or welding or the use of flammable/combustible liquids is taking place (unless such work has been preauthorized and is taking place in an area that is properly fire separated from the remainder of the facility).
  - Trash and other unnecessary accumulations of combustibles are promptly removed from the building.
8. Fire watch personnel shall report promptly any condition that needs immediate attention; the management should correct reports of this nature immediately.
9. Fire watch personnel shall not be permitted to perform any other duties while on duty.
10. Fire watch personnel shall not be impaired and shall remain awake and alert at all times.
11. If fire watch personnel discover a fire their first response is to call 911. Fire watch personnel will be required to report the exact location of the fire and the extent of fire involvement.
12. Property owner shall keep a log of fire watch related activities. The log shall include; address of the facility, time of each patrol and name of the fire watch person. The completed log sheet shall be emailed to the WFD Office of the Fire Marshal at [firemarshal@wallingfordfd.com](mailto:firemarshal@wallingfordfd.com) or delivered to CFHQ, 75 Masonic Avenue, Wallingford, CT 06492.