



CITY OF CANTON BUILDING & SAFETY SERVICES FIRE WATCH LOG

In the event that any of the following fire protection systems are off-line (i.e. Fire Alarm System, Sprinkler System, Standpipe System, Fire Pump, Emergency Power System, Specialized Fire Suppression System, other specialized building systems), a FIRE WATCH is to be implemented IMMEDIATELY.

Persons assigned to Fire Watch duties shall follow the requirements listed on the Fire Watch Duties sheet and shall patrol all unprotected areas of the building every hour 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 retained on site for 3 years after they are made, and shall be made available upon request to the Building & Safety Services Inspector.

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

If fire or smoke conditions are discovered, alert all building occupants by sounding a portable air horn, whistle or another device approved by the City of Canton Building & Safety Services (BSS). Notify Emergency Services by calling **9-1-1 from a safe area.**

_____ System OUT OF SERVICE	Date: _____	Time: _____
Notification to City of Canton BSS – System Out of Service	Date: _____	Time: _____
Notification to Monitoring Agency – System Out of Service	Date: _____	Time: _____

_____ System BACK IN SERVICE	Date: _____	Time: _____
Notification to City of Canton BSS – System Back in Service	Date: _____	Time: _____
Notification to Monitoring Agency – System Back in Service	Date: _____	Time: _____

NAMES & POSITIONS OF PERSONS CONDUCTING FIRE WATCH: INITIALS

1.	
2.	
3.	
4.	

FIRE WATCH LOG REPORT

_____ System out of service	Date: _____	Time: _____
System Out of Service-Notification to City of Canton BSS	Date: _____	Time: _____

_____ System Back in service	Date: _____	Time: _____
System Back in Service-Notification to City of Canton BSS	Date: _____	Time: _____

PERSONS ASSIGNED TO FIRE WATCH DUTIES SHALL FOLLOW THE REQUIRMENTS LISTED ON THE FIRE WATCH DUTIES SHEET AND SHALL PATROL ALL UNPROTECTED AREAS OF THE BUILDING EVERY HOUR TO CHECK FOR FIRE OR SMOKE CONDITIONS. ALL PATROLS ARE TO BE RECORDED ON THIS LOG REPORT. RECORDS OF FIRE WATCH SHALL BE KEPT FOR 3 YEARS AFTER THEY ARE MADE, AND SHALL BE MADE AVAILABLE UPON REQUEST TO THE CITY OF CANTON BSS.

Fire Watch Duties Conducted By: _____

Fire Watch Commenced: Date: _____ Time: _____

Rounds	Start Time	Finished	Signature	Comments
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
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23				
24				

Fire Watch Duties and Responsibilities

Individuals assigned to fire watch duty are responsible for the following:

1. Post "Out of service-Fire watch" signage as directed to notify occupants that a fire watch is being conducted.
2. Have an understanding of basic fire prevention and fire extinguishment techniques.
3. Have a clear understanding of the areas impacted by the outage.
4. Have the ability to immediately contact emergency services by calling 9-1-1
5. Conduct a routine and thorough walk of all locations impacted by the system outage at least once per hour.
6. Note the location of portable fire extinguishers.
7. Notifying occupants to evacuate the building in the event of a fire by verbal warning, whistle, horn, or other notification device.
8. Fire watch personnel are to have fire extinguishing equipment readily available and be trained in its use.
9. Maintain a log of activities, findings, and incidents throughout the fire watch using the *Fire Watch Log*.
10. Ensure fire watch activities continue without interruption until all repairs are completed and the impaired fire protection system is restored to the satisfaction of the City of Canton Building & Safety Services.

OUT OF SERVICE SIGNAGE

INSTRUCTIONS: Note what fire protection system(s) is out of service and post copies of this sign at the main entrance and on all floor areas.

(fire protection system out of service)

OUT OF SERVICE

**A FIRE WATCH IS PATROLLING THE
AFFECTED AREAS OF THE BUILDING**

IN CASE OF FIRE

CALL 911

**FOLLOW POSTED
EMERGENCY
PROCEDURES**