

FIRE WATCH COMPLIANCE CHECKLIST

Use this checklist to ensure your fire watch complies with NFPA 101, NFPA 601, and local authority requirements.

SECTION 1: Fire Watch Setup

Task	Complete?	Notes
AHJ (fire marshal or building department) notified of impairment?	Yes No	
Type of impairment identified (alarm, sprinkler, standpipe, hot work)?	Yes No	
Fire watch start and end times determined and documented?	Yes No	
Area(s) affected clearly identified and isolated?	Yes No	
Fire watch personnel assigned and briefed?	Yes No	
Fire watch log prepared and ready for use?	Yes No	
Portable fire extinguishers available and inspected?	Yes No	
Emergency contact numbers available (fire dept, property mgmt, AHJ)?	Yes No	
AHJ (fire marshal or building department) notified of impairment?	Yes No	
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SECTION 2: Personnel Readiness

Task	Complete?	Notes
Assigned guard understands their fire watch duties?	Yes No	
Guard has immediate access to working phone or radio?	Yes No	
Guard is equipped with flashlight (if night patrol)?	Yes No	
Guard understands evacuation procedures?	Yes No	
Guard is instructed not to perform other duties while on fire watch?	Yes No	
Guard knows how to use fire extinguishers and call 911?	Yes No	

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SECTION 3: Ongoing Patrol Requirements

Task	Complete?	Notes
Entire affected area patrolled at least once per hour?	Yes No	
All exits, hallways, and stairwells kept clear and accessible?	Yes No	
Fire hazards (combustibles, blocked exits) identified and addressed?	Yes No	
All patrols documented in fire watch log with time and initials?	Yes No	
Any incidents or hazards reported immediately to supervisor or AHJ?	Yes No	

SECTION 4: Completion

Task	Complete?	Notes
AHJ or fire department notified when system is restored?	Yes No	
Final fire watch log submitted to property manager or authority?	Yes No	
Fire watch officially ended (no gaps in coverage)?	Yes No	
Equipment returned and area secured?	Yes No	