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

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| --- | --- | --- |
| **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 |  |
| 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 |  |
|  |  |  |
| **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 |  |
|  |  |  |
| **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 |  |