



D.C. FIRE WATCH COMPLIANCE CHECKLIST

**For Residential & Commercial Properties
in Washington DC**

Clear steps to meet D.C. fire watch requirements

Stay compliant | Protect your property | Less stress



**For Fire Watch Assistance
Call: 888-241-8183**

www.urgentsecurityservice.com





What You Need to Know Before You Use The Checklist

Who This Checklist Is For

This fire watch checklist is for property managers, maintenance managers, and property owners in Washington, D.C. dealing with a fire alarm or sprinkler system outage.

It explains the steps you need to follow to comply with fire watch regulations in Washington, D.C.

Why It Matters

Washington, D.C. has some of the strictest and most specific fire watch regulations in the region. Getting compliant fire watch in place can be stressful and time-consuming – and when done incorrectly, can lead to violations.

This checklist helps make the process faster, easier, and fully compliant.

When is Fire Watch Required in D.C.?

- Whenever ANY aspect of the fire alarm or sprinkler system in an occupied building is out of service or malfunctioning for over 4 hours.
- Hot work or hazardous construction is taking place
- If directed by the Fire Marshal after a violation

Want to learn more about fire watch rules and best practices?

Visit our full guide at **firewatchguide.com**



www.urgentsecurityservice.com

Compliance Checklist

- ☐ Assign one of your employees to fire watch patrols until professional fire watch arrives
- ☐ Hire a licensed security agency (before you hire, ask how they meet D.C.'s fire watch requirements—if the answer's vague, keep looking)
- ☐ Confirm how many fire watch personnel are needed
 - 1 person per 2 floors
 - 1 person stationed at the fire panel/front desk
 - 1 additional person per 6 officers for breaks
- ☐ Obtain a signed contract from the company providing fire watch
- ☐ Email your fire watch plan + the signed contract to the fire marshal:
fems.fireprevention@dc.gov
- ☐ (Optional) Post signage in common areas to notify tenants of the fire watch
- ☐ Stay in communication with your fire watch provider throughout the coverage period
- ☐ Request documentation from the repair contractor confirming the system has been restored
- ☐ Email documentation to the fire marshal requesting permission to end fire watch fems.fireprevention@dc.gov
- ☐ End the fire watch after the fire inspector approves it to end.
- ☐ Keep all documents and approval emails for your records.



At-a-Glance: Your Role

- ✓ Cover fire watch temporarily with staff
- ✓ Hire a licensed security agency
(One that understands D.C. regulations)
- ✓ Confirm how many officers are required
- ✓ Submit the plan and signed contract to the fire marshal
- ✓ Get repair documentation
- ✓ Submit cancellation request to the fire marshal
- ✓ Wait for approval to terminate
- ✓ Save all documentation.

Need Fire Watch Service

We help businesses get fire watch coverage fast—then manage the job to ensure you get quality service and peace of mind. **One call, and we handle everything.**

 **Call Urgent Security & Fire Watch**
888-241-8183

www.urgentsecurityservice.com

