



West Metro Fire Protection District

DIVISION OF LIFE SAFETY Fire Watch Compliance

In the event that a disruption in service occurs to a fire protection system within a building or premise and the disruption is expected to last for more than 4 hours, a FIRE WATCH shall be implemented and enforced by the West Metro Fire Protection District. FIRE WATCH is a manned patrol of the building and premises by an authorized individual whose responsibility it is to detect a fire and initiate a response from the Fire Department. While temporary in nature, FIRE WATCH allows buildings and facilities to remain occupied while still complying with minimum life safety requirements. If the building or facility is unable to provide a competent and able-bodied representative to conduct the FIRE WATCH as their only responsibility, then FIRE WATCH may be contracted through a third-party security and fire watch company.

- FIRE WATCH ordered by the Fire Department under the authorization of the Fire Marshal's office.
- FIRE WATCH initiated by the occupant, owner, or representative due to a disabled fire protection system.

RESPONSIBLE PARTY:	PHONE:
<hr/>	
PROPERTY ADDRESS:	BUSINESS NAME:
<hr/>	

The fire alarm system fire suppression system will be off line from: _____ until: _____

FIRE WATCH PERSONNEL SHALL:

1. Know the exact address of the property.
2. Have a reliable telephone available in order to call 911 in the event of an emergency.
3. Have a means of sounding a local alarm (Manual pull station, PA, bullhorn).
4. Have a Fire Watch log sheet, watch, pen or pencil and flashlight.
5. Have access to all fire extinguishers and know their locations.
6. Have knowledge and be trained in the facility's evacuation plan in the event of a fire.
7. Not be permitted, while on duty, to perform any other tasks or responsibilities.
8. Not be impaired and shall remain awake and alert at all times.
9. Be physically capable of operating a fire extinguisher.

FIRE WATCH DUTIES:

1. Patrol the entire facility every: 15 minutes (*Sleeping, Institutional, or Assembly facilities, SEE REVERSE FOR DESCRIPTION*)
 30 minutes (*all other facilities*)
2. Verify the operation and clearances of all exits every 30 minutes.
3. Report to the Police Department any vehicles parked in designated Fire Lanes or blocking fire hydrants.
4. Ensure that hallways, stairways and routes of egress are not blocked.
5. Ensure that stairway doors remain closed and fire doors are not blocked open.
6. Remain equipped to sound a local alarm to warn occupants to evacuate the building.
7. Keep a FIRE WATCH LOG of the patrols made in the building.
8. **REPORT ANY FIRE OR SMOKE CONDITIONS IMMEDIATELY BY CALLING 911.**

PERSON TO BE RESPONSIBLE FOR CONDUCTING OR COORDINATING THE FIRE WATCH:

<hr/>	<hr/>	<hr/>
<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

FIRE DEPARTMENT REPRESENTATIVE:

<hr/>	<hr/>
<i>Print Name</i>	<i>Date</i>

FIRE WATCH LOG FORM

MAKE COPIES AND USE ADDITIONAL PAGES AS NECESSARY

FIRE WATCH personnel shall keep a log of all FIRE WATCH related activities. The log shall include: the address, the date of the patrol, the time that each patrol started, and the initials of the person conducting the FIRE WATCH. FIRE WATCH must continue uninterrupted until all fire protection systems are returned to normal operation. The FIRE WATCH log form shall be emailed daily to inspections@westmetrofire.org or faxed to 303-969-8908. If there are any questions regarding the responsibilities of the person conducting fire watch, contact the Fire Department at 303-989-4307.

PROPERTY ADDRESS:

BUSINESS NAME:

Date: _____ Time: _____ Initials: _____

Date: _____ Time: _____ Initials: _____

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Date: _____ Time: _____ Initials: _____

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Date: _____ Time: _____ Initials: _____

-SLEEPING FACILITY. Includes all or a portion of a building used for sleeping purposes including but not limited to: apartments, hotels, motels, dormitories, convents, boarding houses, fraternities and sororities.
-INSTITUTIONAL FACILITY. Includes all or a portion of a building in which people are cared for or live in a supervised environment that provides personal care services including but not limited to: hospitals, assisted living, nursing homes, mental hospitals, rehabilitation and detoxification facilities, jails and correction facilities.
-ASSEMBLY FACILITY. Includes all or a portion of a building used for gathering of persons for purposes such as civic, social or religious functions, recreation, food or drink consumption, or awaiting transportation including but not limited to theaters, churches, banquet halls, night clubs, recreation centers, community centers, courtrooms, bowling alleys, swimming pools, funeral parlors, amusement structures. Restaurants and bars are assembly IF the occupancy load is posted as greater than 50 occupants.