



Richmond Fire-Rescue Fire Watch Program Log

Check Intervals	Fire Watch Personnel	Activity/Location	Comments
00:00 (15 hours)			
00:15			
00:30			
00:45			
00:00 (16 hours)			
00:15			
00:30			
00:45			
00:00 (17 hours)			
00:15			
00:30			
00:45			
00:00 (18 hours)			
00:15			
00:30			
00:45			
00:00 (19 hours)			
00:15			
00:30			
00:45			
00:00 (20 hours)			
00:15			
00:30			
00:45			
00:00 (21 hours)			
00:15			
00:30			
00:45			
00:00 (22 hours)			
00:15			
00:30			
00:45			
00:00 (23 hours)			
00:15			
00:30			
00:45			

Frequency of Fire Watch Tours

Fire Watch personnel shall patrol the building every 15 minutes in the following situations:

- the building has sleeping accommodation, including hotels, between the hours of 2100–0800 hours;
- the building is an institutional occupancy; and/or
- the building is an occupied assembly occupancy.

Buildings that do not meet the above criteria for the requirement of a 15 minute *Fire Watch* patrol frequency shall have a *Fire Watch* patrol:

- 30 minute patrol frequency during normal business hours;
- 60 minute patrol frequency after business hours.

Note: Depending on the size, area and nature of the building, it may be necessary to provide the *Fire Watch* with two or more persons to maintain the required frequency of the tour(s).

Personnel serving as a Fire Watch have the following duties:

- Establish a reliable method of direct communication to contact 911.
- Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
- Be in attendance at the building at all times.
- Conduct periodic inspections of the facility as specified in this Notice and as specifically modified by a Richmond Fire-Rescue Officer.
- Identify and correct any fire, life or safety hazard within the ability of the *Fire Watch* personnel **or** report such hazards directly to the building owner or owner's designated representative for corrective action.
- Notify Richmond Fire-Rescue if a fire is discovered by calling 911. Provide the exact address and type of emergency.
- Notify occupants of the building of the need to evacuate. If the fire alarm's public address system is still functional it may be used to assist with evacuation of the building.
- Maintain a log of *Fire Watch* activities, observations, corrective actions and persons notified (*see below*).
- Fire Watch* personnel cannot have other duties besides their assigned *Fire Watch*. However, Richmond Fire-Rescue may assign other duties to suit the degree of hazard present.

Note: *Fire Watch* personnel will not need to perform fire fighting duties beyond the scope of the ordinary citizen.

Building Name: _____

Building Address: _____

RFR Issuing Officer: _____

Received By: _____

Persons Conducting Fire Watch

(Start a new Fire Watch Program log sheet every 24 hours.)

Name	Position	Initials
1.		
2.		
3.		
4.		
5.		





Fire Watch Program Log

System Out-of-Service: _____ **Date:** _____ **Time:** _____
 Notification to Monitoring Agency – System Out of Service (if applicable)

System Back in Service: _____ **Date:** _____ **Time:** _____
 Notification to Monitoring Agency – System Back in Service (if applicable)

Building Address: _____
Date: _____ **Time Watch Commenced:** _____

Check Intervals	Fire Watch Personnel	Activity/Location	Comments
00:00			
00:15			
00:30			
00:45			
00:00 (1 hour)			
00:15			
00:30			
00:45			
00:00 (2 hours)			
00:15			
00:30			
00:45			
00:00 (3 hours)			
00:15			
00:30			
00:45			
00:00 (4 hours)			
00:15			
00:30			
00:45			
00:00 (5 hours)			
00:15			
00:30			
00:45			



Check Intervals	Fire Watch Personnel	Activity/Location	Comments
00:00 (6 hours)			
00:15			
00:30			
00:45			
00:00 (7 hours)			
00:15			
00:30			
00:45			
00:00 (8 hours)			
00:15			
00:30			
00:45			
00:00 (9 hours)			
00:15			
00:30			
00:45			
00:00 (10 hours)			
00:15			
00:30			
00:45			
00:00 (11 hours)			
00:15			
00:30			
00:45			
00:00 (12 hours)			
00:15			
00:30			
00:45			
00:00 (13 hours)			
00:15			
00:30			
00:45			
00:00 (14 hours)			
00:15			
00:30			
00:45			



**A fire watch is patrolling the
affected areas of the building**

IN CASE OF FIRE

CALL 911

**Follow posted
emergency procedures**