

Fire watch log report

Fire watch location address: _____

System out-of-service date: _____ Time: _____

“Fire watch in effect” notification to the fire department date: _____ Time: _____

“System in service” notification to the fire department date: _____ Time: _____

Persons assigned to fire watch duties shall follow the requirements listed in the Fire Safety Plan and shall patrol all unprotected areas of the building every hour to check for signs of fire or smoke conditions. All patrols are to be recorded on this log report immediately following each round. Records of fire watch shall be kept for two years after they are made, and shall be made available upon request to the Chief Fire Official.

Fire watch duties conducted by: _____

Name & position

Name & position

Rounds	Start time	Completion time	Comments	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
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21				
22				
23				
24				

In the event of any shutdown of fire protection equipment systems (or part thereof) in excess of 24 hours, the fire department shall be notified in writing or email.

Toronto Fire Service will be notified that this fire watch will exceed 24 hours.