



Clive Fire Department

8505 Harbach Blvd
Clive, Iowa 50325-1029

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FIRE WATCH LOG SHEET

In the event that any of the following fire protection systems are off-line, a FIRE WATCH is to be implemented IMMEDIATELY – Fire Alarm System, Sprinkler System, Standpipe System, Fire Pump, Emergency Power System, Specialized Fire Suppression System, other specialized building systems.

Persons assigned to Fire Watch are **only** responsible for patrol of all unprotected areas of the building and **constantly** to check for signs of fire or smoke conditions. All patrols are to be recorded on this Fire Watch Log Sheet immediately following each round. Records of Fire Watch shall be retained on site for 2 years after they are recorded and shall be made available upon request to the Chief Fire Official.

NOTE: Start a new Fire Watch Log Sheet for each new day of Fire Watch

If fire or smoke conditions are discovered, alert all building occupants **immediately**, and contact 911.

_____ System OUT OF SERVICE Date: _____ Time: _____
Notification to the Clive Fire Department – System Out of Service Date: _____ Time: _____
Notification to the Clive Fire Department – System Out of Service Date: _____ Time: _____

_____ System BACK IN SERVICE Date: _____ Time: _____
Notification to the Clive Fire Department – System Back in Service Date: _____ Time: _____
Notification to the Clive Fire Department – System Back in Service Date: _____ Time: _____

NAMES & POSITIONS OF PERSONS CONDUCTING FIRE WATCH:

INITIALS

1.	
2.	
3.	
4.	

FIRE WATCH PATROL LOG SHEET

Fire Watch Commenced:

Date: _____

Time: _____

ROUNDS	DATE (m/d/y)	START TIME (circle a.m./p.m.)	FINISH TIME (circle a.m./p.m.)	AREAS PATROLLED & COMMENTS	INITIALS
1.	/ /	a.m. p.m.	a.m. p.m.		
2.	/ /	a.m. p.m.	a.m. p.m.		
3.	/ /	a.m. p.m.	a.m. p.m.		
4.	/ /	a.m. p.m.	a.m. p.m.		
5.	/ /	a.m. p.m.	a.m. p.m.		
6.	/ /	a.m. p.m.	a.m. p.m.		
7.	/ /	a.m. p.m.	a.m. p.m.		
8.	/ /	a.m. p.m.	a.m. p.m.		
9.	/ /	a.m. p.m.	a.m. p.m.		
10.	/ /	a.m. p.m.	a.m. p.m.		
11.	/ /	a.m. p.m.	a.m. p.m.		
12.	/ /	a.m. p.m.	a.m. p.m.		

*** Please email or fax report to the Clive Fire Department daily***