



Fire and Life Safety Program Office  
Facilities Management

## "Record and Communicate template" FIRE WATCH PATROL LOG SHEET

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

**Fire Watch Duties Conducted By:** \_\_\_\_\_  
(Print name with Signature & position)

**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.		
13.	/ /	a.m. p.m.	a.m. p.m.		
14.	/ /	a.m. p.m.	a.m. p.m.		
15.	/ /	a.m. p.m.	a.m. p.m.		
16.	/ /	a.m. p.m.	a.m. p.m.		
17.	/ /	a.m. p.m.	a.m. p.m.		
18.	/ /	a.m. p.m.	a.m. p.m.		

## **OUT OF SERVICE SIGNAGE**

**INSTRUCTIONS:** Note what fire protection system is out of service and post copies of this sign at main entrance and on all floor areas

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**(Fire protection system out of service)**

# **OUT OF SERVICE**

**A FIRE WATCH IS PATROLLING THE  
AFFECTED AREAS OF THE BUILDING**

# **IN CASE OF FIRE**

# **CALL 911**

**FOLLOW POSTED  
EMERGENCY PROCEDURE**