



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

(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**