



# Fire Watch Procedures

## Fire Protection Systems Out of Service

Life Safety Code states a fire watch shall be utilized when a fire protection system is out of service, such as a fire alarm or a sprinkler system.

**Defined:** A fire watch is a person or persons assigned to monitor either a portion of or the whole building for the purpose of protecting the occupants from fire or similar emergencies.

**Duties:** Below is a list of duties that a fire watch is responsible for. The assigned person shall only conduct the fire watch and **shall not be assigned to any other duties.**

- Assigned person/s shall conduct systematic surveillance each hour of the property, building or a portion of the building.
- Assigned person/s shall have the means to contact 911 when a fire or other similar emergencies occur.
- Assigned person/s must notify occupants of the emergency and must instruct occupants to evacuate from the building.
- Assigned person/s shall have the knowledge to operate a fire extinguisher for the purpose of extinguishing small fires.
- Assigned person/s shall be responsible for keeping a log book for recording the following information:
  - Name of assigned person
  - Date of surveillance
  - Time of surveillance
  - Conditions (i.e. no fire detected at this time)
- The daily log must be filled out hourly during the time in which the building is occupied. This log shall be emailed to [firewatch@mariettaga.gov](mailto:firewatch@mariettaga.gov) or logged on our web portal daily. Additional copies can be found at [www.MariettaFire.com](http://www.MariettaFire.com)
- If a company is hired to conduct a fire watch, their contact information shall be forwarded to MFD.
- In order to discontinue the fire watch once the fire protection system is returned to service, **your service provider must report to the Marietta Fire Department through InspectionReportsOnline.net. Fire watch must continue until properly reported by your service provider.**

Please use attached Log Sheet for recording the fire watch.

If you have any questions please feel free to contact the Fire Department at (770) 794-5466.

**Dial 911 for emergencies.**



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I, \_\_\_\_\_, being the \_\_\_\_\_  
(Name) (Position)

Of \_\_\_\_\_, understand that I am to initiate a fire  
(Business Name)

Watch at \_\_\_\_\_  
(Address)

until the fire protection system is returned to service by a certified company. The system will be brought into compliance as soon as possible and without hesitation. In order to discontinue fire watch **your service provider must report to the Marietta Fire Department through InspectionReportsOnline.net. Fire watch shall continue until properly reported by your service provider.**

I am also aware of the procedures required with a fire watch and will maintain an hourly log that will be submitted **DAILY** to the **Marietta Fire Department until the fire watch is terminated, as adopted by Marietta City Code: 2-6-010.**

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

Responsible Party:		Telephone Number:			
Email Address:					
Address:		City:		State:	Zip:
Sex:	Race:	DOB:	Reporting Officer:		Case Number:

**FORWARD TO FIRE PREVENTION**

