PRE-PATROL COMPLIANCE CHECKLIST

thefirewatchlog.com

Complete this checklist before beginning each fire watch patrol shift.
Retain completed checklists on-site with patrol logs for AHJ inspection.

Property Address: _____

Date: _____

Personnel Name: _____

Watch Period: _____

1. SYSTEM IMPAIRMENT VERIFICATION

☐ Identify the type of fire protection system impairment (sprinkler, alarm, standpipe)

☐ Confirm the scope and location of the impairment within the building

☐ Verify the expected duration of the impairment

☐ Review any work permits or maintenance orders related to the impairment

2. AHJ NOTIFICATION & DOCUMENTATION

☐ Confirm AHJ has been notified of the system impairment

☐ Record the AHJ notification date, time, method, and contact name

☐ Confirm insurance carrier has been notified (if required)

☐ Verify fire watch plan has been reviewed and approved by the AHJ (if required)

3. EQUIPMENT & SAFETY READINESS

☐ Verify fire extinguisher(s) are available, accessible, and fully charged

☐ Confirm communication equipment is operational (radio, phone)

☐ Check flashlight and spare batteries (for low-visibility areas)

☐ Verify PPE availability (hard hat, safety vest, as required)

☐ Confirm access to all areas included in the patrol route

4. PATROL ROUTE & PROCEDURES

☐ Review and confirm patrol route covers all impaired areas

☐ Verify maximum patrol interval (typically 60 minutes per NFPA 25)

☐ Confirm familiarity with fire alarm pull station and panel locations

☐ Review emergency exit locations and accessibility

☐ Verify evacuation procedures and assembly point locations

5. DOCUMENTATION READINESS

☐ Fire watch log sheets are available (printed or digital)

☐ Confirm log includes fields for: time, conditions, actions, initials

☐ Review previous shift log for any carry-over conditions or notes

☐ Verify incident reporting procedure and chain of command

6. PERSONNEL VERIFICATION

☐ Confirm fire watch personnel are trained and certified

☐ Verify personnel have valid identification on-site

☐ Review shift schedule and handoff procedures

☐ Confirm personnel are familiar with the specific site layout

7. EMERGENCY PREPAREDNESS

☐ Confirm knowledge of emergency contact numbers (fire dept, building manager)

☐ Review fire department access points and staging areas

☐ Verify location of nearest manual fire alarm pull stations

☐ Confirm knowledge of building fire alarm panel location and basic operation

☐ Review shelter-in-place vs. evacuation protocols for the building

NOTES:

_____

_____

_____

_____

Personnel Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____