

30-MINUTE FIRE WATCH LOG

The Correctional Officer/Staff Member, shall make rounds in the affected area(s), and ensure that no fire hazards exist.

The Fire Watch, will remain in effect, until repairs have been made to the system.

(Black ink shall be utilized when documenting on this form. Documentation will be made in red ink, in the assigned building/area logbooks.)

DATE: _____ (beginning) SHIFT: _____

DATE: _____ (ending) (2nd and/or 3rd Shift indicate when the date changes after midnight)

Building: _____

Dorm Officer: _____

Frequency	Start Time	Finish Time	Comments	Officer's Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Frequency	Start Time	Finish Time	Comments	Officer's Initials
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				

*******Observation of fire or smoke during this fire watch should immediately initiate the facility's fire safety plan.**

Note: This form shall be forwarded daily to the Facility Fire Inspector, Fire Chief, if applicable, and a copy sent to the Chief of Security.

Record Retention: Upon completion, this form shall be maintained, locally, until resolution of any discrepancies, kept for five (5) years after that, and then destroyed. The official copy shall be maintained at the office of Fire Services and Life Safety.