FIRE WATCH REQUEST

Date: __________________________ Facility: __________________________

Project Manager: __________________________ Project No.: __________________________

Project Location: __________________________

Fire Watch Start Date: __________________________ Start Time: __________________________

Estimated Finish Date: __________________________ (Exact Finish Date to be Determined by Project Manager at Conclusion of Project)

A written ILSM assessment is required on all construction projects, repairs, or other activities that will impair any part of the life safety features. Whenever the automatic fire alarm system is disabled for four (4) or more hours in a given 24-hour period, or whenever the automatic sprinkler system is disabled for ten (10) or more hours in a given 24-hour period, a Fire Watch shall be implemented in all areas affected. Project manager must fill out this request and forward it to the appropriate department who will continuously conduct a fire watch of the areas affected for the entire duration the impairment exists without performing any other duties, according to the following general procedure. A Fire Watch log must be maintained to document each inspection.

1. Outside doors are closed and secured, and windows, fire doors and fire shutters are closed.

2. All waste, rags, paint residue, rubbish, and similar combustible items are removed from the building.

3. All remaining operable fire protection equipment is in place and not obstructed.

4. Ensure that all aisles are clear.

5. Confirm that all motors or machines not required to operate are turned off.

6. All unsecured offices and conference rooms are checked for unapproved smoking material that may have been carelessly discarded.

7. All unnecessary heat-producing devices are turned off in the impairment area.

8. Ensure that flammable and combustible materials are properly stored in approved containers. (NOTE: Flammable compressed gas cylinders must be stored in a 1-hour fire resistance rated room.)

9. Ensure that sprinkler valves are in the open position. (NOTE: If sprinkler control valves are electronically supervised by the Automatic Fire Alarm System and are not impaired by this scope of work, then visual examination is not required.)

10. Check for proper ventilation in the impaired area.

11. Ensure there are no leaks from the plumbing fixtures and piping.

Individuals performing the Fire Watch will make clear and precise entries on the Fire Watch log, and immediately report any unsafe or unusual situations to the telephone operator for notification of the emergency forces. At the conclusion of the Fire Watch, a copy of the Fire Watch log must be forwarded to the Safety Officer.

Received By: __________________________ Date: __________________________