

# City of Santa Fe Fire Prevention Division

## FIRE WATCH LOG SHEET AND PROCEDURES

**FIRE WATCH SHALL BE PERFORMED AT 1 HOUR INTERVALS MINIMUM**

The primary role of the Fire Watch personnel is to serve as a "human smoke detector" and to call 911 at the first sign of smoke/fire.

The Fire Watch Log will need to be updated **EVERY HOUR** by Fire Watch personnel.

**You will need to post the Fire Watch Door Notice that is provided in this document.**

- Post notices in lobby, elevators, on exterior doors, on bulletin boards, and bathroom doors throughout the building.

### **Being a “Human Smoke Detector”:**

- Patrol your designated area at least once every fifteen minutes (time intervals can be modified with approval of fire code official).
- Look for observable signs of smoke and/or fire.
- Fire watch personnel shall not be permitted, while on duty, to perform any other activities.
- Fire watch personnel shall not be impaired and shall remain awake and alert at all times.
- Conduct a continuous patrol of the building, including corridors and hallways.

### **At first sign of smoke or fire, Fire Watch personnel must:**

- Pull the nearest fire alarm pull station.
- Exit the building, calling the City of Santa Fe Fire Department at 911.

**Restoring systems to service:** Immediately notify the Fire Prevention Office after the necessary repairs have been made to all affected life safety equipment and when all systems are returned to normal. *[2021 IFC 901.7.6 #4 the fire department has been advised that protection is restored]*. 505-955-3310.

# City of Santa Fe Fire Prevention Division

## FIRE WATCH ACKNOWLEDGMENT

Your building is being placed on fire watch due to the following reason:

1.  The required alarm system is not functioning properly.
2.  The required sprinkler system is not functioning properly.
3.  Other: Please describe \_\_\_\_\_.

A person(s) shall be designated as a Fire Watch due to one of the above items is checked. A Fire Watch is required as per section 901.7 of the International Fire Code when a system is impaired or placed out of service. A person shall walk the entire area at regular intervals while the system is out of service. A time log shall be maintained, and an official record will be kept of the fire watch activities.

Fire Watch log should be sent weekly, until the system is returned to normal function. These forms can be emailed to [sffd\\_fmo@santafenm.gov](mailto:sffd_fmo@santafenm.gov) or [sebolleterbaca@santafenm.gov](mailto:sebolleterbaca@santafenm.gov). When the impaired system is back in service, The Fire Watch will end. Immediately notify the Fire Prevention Office after the necessary repairs have been made to all affected life safety equipment and when all systems are returned to normal. Contact our office at (505) 955-3310.

Building Name under Fire Watch: \_\_\_\_\_

Address of Building under Fire Watch: \_\_\_\_\_

Person Responsible: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Est. 1880



# Attention Occupants

## **FIREWATCH IN PROGRESS**

Fire watch personnel are conducting a continuous tour of common areas to provide smoke and/or fire detection. Please be alert to evidence of smoke or fire. Contact the City of Santa Fe Fire Department at 911 immediately if flames or smoke is seen or suspected.

**Evacuate the building immediately  
upon activation of fire alarm or  
other alert**