



Huntington Beach Fire Department Community Risk Reduction (CRR) Division

Fire Watch Daily Log Sheet

Business: _____ Start Date: ____/____/____

Address: _____ Fire watch Contact Phone #: _____

RESPONSIBILITIES: The responsibilities of fire watch personnel include performing constant patrols of the premises to keep watch for fires; maintaining a means of communication with the 911 Dispatch Center; reporting all fires to the 911 Dispatch Center; remaining accessible via telephone; be easily identified; and log **hourly (or 30 min for people sleeping, institutions, or occupied assemblies)** actions during fire watch. See reverse for list of duties and City Specification 402, Fire Watch Requirements for more information.

TIME	NAME/ORG	FINDINGS / ACTIONS ¹
00:00		<input type="checkbox"/> All OK
01:00		<input type="checkbox"/> All OK
02:00		<input type="checkbox"/> All OK
03:00		<input type="checkbox"/> All OK
04:00		<input type="checkbox"/> All OK
05:00		<input type="checkbox"/> All OK
06:00		<input type="checkbox"/> All OK
07:00		<input type="checkbox"/> All OK
08:00		<input type="checkbox"/> All OK
09:00		<input type="checkbox"/> All OK
10:00		<input type="checkbox"/> All OK
11:00		<input type="checkbox"/> All OK
12:00		<input type="checkbox"/> All OK
13:00		<input type="checkbox"/> All OK
14:00		<input type="checkbox"/> All OK
15:00		<input type="checkbox"/> All OK
16:00		<input type="checkbox"/> All OK
17:00		<input type="checkbox"/> All OK
18:00		<input type="checkbox"/> All OK
19:00		<input type="checkbox"/> All OK
20:00		<input type="checkbox"/> All OK
21:00		<input type="checkbox"/> All OK
22:00		<input type="checkbox"/> All OK
23:00		<input type="checkbox"/> All OK

All log sheets shall promptly be returned to the Huntington Beach Fire Department's CRR Division following 7:00 AM via the Accela Citizen's Access customer portal (<https://engage.huntingtonbeachca.gov/CitizenAccess/Welcome.aspx>)

Fire Watch Contact Signature: _____

¹ See Section 6, Recordkeeping, in City Specification 402, Fire Watch Requirements

Fire Watch Duties

During the patrol rounds, fire watch personnel shall make a thorough inspection of the building or spaces assigned to him/her noting at a minimum the following:

- Outside doors and windows are closed and locked; fire doors are closed and not chained or tampered with to prevent exiting the structure.
- All oily waste rags, paint residue, rubbish, etc., are in proper closed containers or removed from the building.
- All fire apparatus such as extinguisher hose lines, etc., are in place and not obstructed.
- Aisles and exit ways are clear and not obstructed.
- Motors and machines not required to be running are shut off.
- All offices, conference rooms, file rooms, shall be checked.
- All gas and electric heaters or other heating equipment checked regularly.
- All hazardous processes or manufacturing processes are in safe condition.
- Flammable and combustible materials are properly stored in containers or in storage areas.
- All sprinkler valves required to be open are chained in the open position.
- Particular attention shall be given to any areas of new construction or alteration areas for fire.
- Concealed spaces, basements, storage area, build-ups, penthouses and similar areas shall be checked.
- Identify any fire, life or property hazards.
- Immediately report all discovered fire hazards to owner, agent or lessee for immediate correction, and maintain a record of these communications.
- Maintain a log of fire watch activities including hazards found, when and to whom they were reported.

In the event of fire or odor of smoke

- Immediately notify the Huntington Beach Fire Department by calling 9-1-1 with the exact address and the extent of fire involvement.
- Notify the occupants of the facility of the need to evacuate. If the sirens or public address function of the alarm system are still functional, use them to assist with the evacuation of the building.

Important Notice

Failure to report daily by 0800 may result in an inspection, in which the owner shall receive a fee for inspection in accordance with the City's master fee schedule.

Failure to meet fire watch requirements as specified in City Specification 402 may result in administrative fines up to \$1,000 per day, per offence.