Owner Responsibilities

a) Establish, instruct and maintain fire watch personnel.

b) Notify the fire alarm monitoring company.

c) Notify the local Fire Department and the Division of Fire Safety Regional Office that the system is not working and again when the system has been repaired.

d) Contact the repair company to fix the fire protection system(s).

e) If a Notice of Violation has been written, contact the Asst. Fire Marshal when the system has been repaired.

Definition of a Fire Watch

NFPA 1 - 3.3.125 Fire Watch.
The assignment of a person or persons to an area for the express purpose of notifying the fire department and/or building occupants of an emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire or life safety dangers.

Frequency of Inspections

Fire watch personnel should patrol the entire facility every 15 minutes in the following situations:

a) The facility has people sleeping.

b) The facility is an institutional occupancy.

c) The facility is a occupied assembly occupancy.

Facilities that do not meet the requirements for a 15-minute patrol frequency should have a fire watch patrol every 30 minutes.

Record Keeping

A fire watch log should be maintained at the facility. The log must be available at all times during the fire watch.

The log should show the following:

1) Address of the facility.
2) Times that the patrol has completed each tour of the facility.
3) Name of the person conducting the fire watch.
4) Record of communication(s) to the Fire Department and monitoring company.
5) Record of other information as directed by Fire Department personnel.

Cancellation of Fire Watch

It is the owners’ responsibility to cancel the fire watch once the fire protection system has been fully restored or after the end of the special circumstance or event.

Once the fire watch has been cancelled, the owner or representative must notify the monitoring company, and the local Fire Company.
NFPA 1- 13.1.8 The AHJ shall be notified when any fire protection system is out of service and on restoration of service.

NFPA 1- 13.1.9 When a fire protection system is out of service for more than 4 hours in a 24-hour period, the AHJ shall be permitted to require the building to be evacuated or an approved fire watch to be provided for all portions left unprotected by the fire protection system shutdown until the fire protection system has been returned to service.

NFPA 1- 13.1.10 In the event of a failure of a fire protection system or an excessive number of accidental activations, the AHJ shall be permitted to require an approved fire watch until the system is repaired.