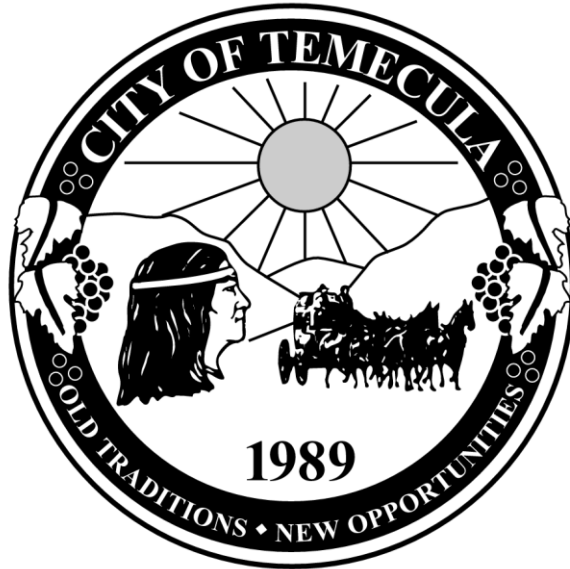


**CITY OF TEMECULA ♦ FIRE PREVENTION BUREAU**

41000 Main Street ♦ Temecula ♦ CA ♦ 92590 ♦ Telephone (951) 694-6405 ♦ Fax (951) 506-5169



**FIRE WATCH  
PACKAGE**



## **CITY OF TEMECULA ♦ FIRE PREVENTION BUREAU**

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**As required by the Fire Department and the 2013 California Fire Code. Fire Watch is required to be provided with qualified on-site Fire Watch personnel.**

### **FIRE WATCH:**

The assignment of a qualified person or persons having the sole responsibility for the continuous 24 hour patrol of a building or premises for the purpose of detecting fires and transmitting an immediate alarm to the building occupants and the Fire Department. FIRE WATCH PERSONNEL SHALL NOT BE UTILIZED FOR SITE OR BUILDING SECURITY OR ANY OTHER FUNCTION OTHER THAN FIRE WATCH.

### **RESPONSIBILITY FOR INSTRUCTION**

The own, manager, or person in charge or control of the building or premises shall assign to the fire watch as many personnel as required to maintain the fire watch coverage as required by the Fire Department. The owner, manager, or person in charge or control of the building or premises shall instruct the fire watch personnel as to:

1. The procedure for notifying the Fire Department.
2. The area to be patrolled.
3. A method of alerting building occupants and an evacuation procedure. Note: When two or more fire watch personnel are required, two-way radios are required to facilitate communication and evacuation.
4. A procedure shall be provided for re-activating sprinkler valves in the event of fire when the sprinkler system has been taken out of service, and any other instruction that is required.

### **LOG BOOK**

1. The owner, manager, or person in charge or control of the premises shall provide a log book which contain a directory of names, telephone numbers, and other information to assist in making emergency calls, and calls to key management personnel, and which shall be used to record a history of patrol rounds.
2. The logbook shall be maintained on the premises and be available upon request for inspection by the Fire Department at anytime.

3. Fire Watch reports shall be turned into the Fire Prevention Bureau office daily or the next business day following a weekend or holiday. This report can be faxed into the Prevention office daily, at 951-506-5169.

## **SPECIFIC DUTY REQUIREMENTS**

Assigned fire watch personnel shall:

1. Be thoroughly familiar with the area they are patrolling.
2. Perform patrol operations according to instruction and the Fire Department.
3. Patrol their designated area at least once each hour.
4. Make reports as instructed. A written record of patrol rounds and any significant information shall be recorded in a logbook provided by the management.
5. Relay any special orders or pertinent information to relief personnel and management.
6. Remain on duty until properly relieved.
7. Complete access shall be given to the entire building, all rooms (offices, spaces, and area) including basements, storage areas, and penthouses shall be checked per “#3” above.

## **COMMUNICATIONS AND FIRE DEPARTMENT APPROVAL**

1. Management shall provide a minimum of one phone accessible to the fire watch personnel to make emergency telephone communications. The Fire Department shall be provided with the phone number of the line to be utilized.
2. Fire watch personnel and/or firms shall be approved by the Fire Prevention Bureau. Qualifications of all fire watch personnel shall be provided to Fire Prevention for approval. Approval of fire watches personnel are subject to revocation at any time.
3. Fire watch personnel shall report any deviation from this procedure directly to the Fire Prevention Bureau.

**JOB SITE/FIRE WATCH INFORMATION**

**PROJECT NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**FIRE WATCH PHONE:**

**PROJECT ADDRESS:**

**PERMIT NUMBER:**

**RESPONSIBLE PARTY:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**NAME OF COMPANY PROVIDING FIRE WATCH:**

**ADDRESS:**

**PHONE:**

**MANAGER/OWNER:**

**24 HR. EMERGENCY PHONE NUMBER:**

**CITY BUSINESS LICENSE NUMBER:**

**STATE LICENSE NUMBER(S):**

**NAMES OF PERSONNEL PROVIDING FIRE WATCH**

1.

2.

3.

4.

5.

6.

7.

**COMMENTS:**

\_\_\_\_\_

## FIRE WATCH

DATE: _____	EACH TIMED SIGNATURE ACKNOWLEDGES A COMPLETE CHECK OF THE BUILDING UNDER FIRE WATCH CONDITIONS.	ADDRESS: _____ _____
TIME:	FIRE WATCH SIGNATURE	PRINT NAME
MIDNIGHT		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		
7:00 AM		
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12 NOON		
1:00 PM		
2:00 PM		
3:00 PM		
4:00 PM		
5:00 PM		
6:00 PM		
7:00 PM		
8:00 PM		
9:00 PM		
10:00 PM		
11:00 PM		

COMMENTS: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_