



## FIRE WATCH

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This information is provided to clarify the requirements for a fire watch. A fire watch is the action of an on-site person whose sole duty is to watch for the occurrence of fire.

### Fire Watch Requirements

If a fire protection system fails, or there are an excessive number of accidental activations or nuisance alarms, a building owner (or their representative) may be required by the Fire Department to provide a fire watch until the system is repaired. Personnel to conduct the fire watch are determined by the building owner.

**Note:** A professional security company is not required. A fire watch is also required whenever fire protection systems are in trouble mode or a supervisory mode for more than eight hours. A nuisance alarm is defined as “any alarm caused by mechanical failure, malfunction, improper installation, or lack of proper maintenance, or any alarm activated by a cause that cannot be determined.” (NFPA 72)

### Owner Responsibilities

- a) Establish, instruct and maintain fire watch personnel.
- b) Notify the monitoring company.
- c) Notify Cheyenne Fire Rescue the system is not working and when the system has been repaired. Call 307-637-6311
- d) Contact the repair company to fix the fire protection system(s).
- e) If a Notice of Violation has been written, contact the Cheyenne Fire Rescue Prevention Officer at 307-637-6311, after hours 307-773-1035.
- f) E-mail: [cfrprevention@cheyennecity.org](mailto:cfrprevention@cheyennecity.org) when the system has been repaired.

### Fire Watch Duties

Personnel serving as a fire watch have the following duties:

- a) Conduct periodic patrols of the entire facility as specified.
- b) Identify any fire, life or property hazards.
- c) Notify Cheyenne Fire Rescue Department by calling 307-637-6311, after hours 307-773-1035.
- d) 9-1-1 with the exact address and type of emergency if a fire is discovered.
- e) Notify occupants of the facility of the need to evacuate. If the fire alarm or the public-address system are still functional, use them to assist with evacuation of the building.
- f) Determine at least one means of direct communication with the Fire Department. A telephone call is acceptable.
- g) Maintain a log of fire watch activities.
- h) Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.

**NOTE:** The fire watch will not perform fire-fighting duties beyond the scope of the ordinary citizen.

### Frequency of Inspections

Fire watch personnel shall patrol the entire facility every 30 minutes in the following situations:

- a) The facility has people sleeping.
- b) The facility is an institutional occupancy.
- c) The facility is an occupied assembly.
- d) educational occupancy.

Occupied facilities that do not meet the requirements for a 30-minute patrol frequency shall have a fire watch patrol every hour.

## **Record Keeping**

A fire watch log should be maintained at the facility. The log must be available to Cheyenne Fire Rescue at all times during the fire watch. The log should show the following:

- a) Address of the facility.
- b) Times the patrol has completed each tour of the facility.
- c) Name of the person conducting the fire watch.
- d) Record of communication(s) to the Fire Department and monitoring company. 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. Once the fire watch has been cancelled, the owner or representative must notify the monitoring company, Cheyenne Fire Rescue and the Fire Prevention Officer. The Fire Prevention Bureau is number is 307-637-6311, after hours contact is 307-773-1035.

For additional information about fire protection systems or confidence testing of systems, contact Cheyenne Fire Rescue Prevention at 307-637-6311.

## **Cheyenne Fire Rescue required Fire Watch**

The Cheyenne Fire Rescue Department official initiating the fire watch shall promptly notify the Fire Prevention Officer on call of the system condition.

## **References**

The International Fire Code 3304.5 - Fire Safety During Construction and Demolition  
The International Fire Code 901.7 - Systems Out of Service NFPA 72.

This and other Cheyenne Fire Rescue information can be found at the Department's Web site at <https://www.cheyennecity.org/158/Fire-and-Rescue>

**Use the Attached Fire Watch Form if/when necessary.**

# FIRE WATCH ACKNOWLEDGEMENT FORM



Fire Watch Required By:	Time:	Date:
Person Responsible for Fire Watch:	Title:	
Phone Number:		
Business Name:	Business Phone Number:	
Building Address:		
Owners Name:	Owners Phone Number:	
Name (Print)	Signature	
Upon completion of this form return to the Fire Department Officer requiring Fire Watch or emailed to <a href="mailto:cfrprevention@cheyennecity.org">cfrprevention@cheyennecity.org</a> . Any questions please call 307-637-6311, after hours contact 307-773-1035.		

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# FIRE WATCH FORM

Per City Ordinance, a fire watch is required at:

Business Name:						Phone Number:									
Building Address:															
System Type				Sprinkler <input type="checkbox"/>				Fire Alarm <input type="checkbox"/>				Other <input type="checkbox"/>			
Fire Watch Required By:						Starting Time:				Date:					
Person Responsible for Fire Watch:				Name (Print):				Signature:							
Time	Initials	Time	Initials	Time	Initials	Time	Initials	Time	Initials	Time	Initials				
Name of the Fire Alarm Company:				Time fire alarm placed in service:				Phone Number:							
Name (Print)						Signature									
<p>Upon Completion of Fire Watch:</p> <ol style="list-style-type: none"> <li>1. Notify Cheyenne Fire Rescue @ 307-637-6311</li> <li>2. Return this form to the Cheyenne Fire Rescue @ 415 West 18<sup>th</sup> Street Cheyenne, Wyoming 82001 - Attention Fire Prevention Officer.</li> </ol>															