



CAL FIRE

NAPA COUNTY FIRE DEPARTMENT

**FIRE MARSHAL'S OFFICE
FIRE WATCH REQUIREMENTS**

SCOPE:

The Fire Code Official shall require a Fire Watch when a required fire protection system is out of service or where the fire code official deems necessary in order to preserve the life and safety of occupants in an occupied building.

CODE REFERENCE:

2019 California Fire Code, Chapter 9, Section 901.7 Systems out of Service.

2019 California Fire Code, Chapter 2, Section 202, Fire Watch

REQUIREMENTS:

It is the duty and responsibility of the property owner, owner's designee or occupant to notify the fire code official that a required fire protection system is out of service.

When required by the fire code official a property shall be under mandatory fire watch until no longer required by the fire code official.

Fire watch personnel may consist of qualified persons from an independent company, or such persons as approved by the fire marshal, for fire watch duty. Fire watch persons and companies conducting a fire watch shall comply with the following:

- A. All fire watch personnel shall be in the employ of a state bonded and insured security service or shall be approved by the fire code official.
- B. All fire watch personnel shall be subject to the orders of the fire code official or their authorized agent at all times when so employed.
- C. Fire watch personnel shall not be required or permitted to perform any other duties.
- D. Fire watch duties shall include an hourly patrol of all floors and common areas and keeping diligent watch for fires.
- E. Fire watch personnel shall keep a formal written log which notes patrols and reportable information in chronological order. Each log sheet shall cover all hours required by the fire code official, signed and emailed to the fire code official. The information contained in the report or log shall indicate the patrol route, time and general observation including any life safety violations.

Fire log example:

Rolling Oak Apartments:

12345 Main Street

Fire Alarm-Out of Service-Fire Department Notified 01/07/2020 via phone.

Tuesday, January 7, 2020

Date	Name	Shift Start	Shift End	Comments	Signature
1/7/2020	Jane Doe	11:42 pm	2:00 am		
1/8/2020	Jack Smith	2:00 am	6:00 am		
1/8/2020	Ted Hall	6:00 am	10:00 am		
1/8/2020	Jack Smith	10:00 am	10:30 am	Repair Completed at 10:30 am by ABC Alarm Company. Fire Department notified.	

F. Means shall be immediately available to fire watch personnel to accomplish notification (alarm device) of all occupants in the event of emergency and to summon the fire department upon discovery of a fire or emergency by **dialing 9-1-1**.

G. The property manager/business responsible shall notify the tenants of the affected units/buildings in writing that a fire watch is in place. The property manager/business responsible shall also inform the tenants of the means of notification device (type of alarm) to be used in the event of an emergency.

Fire watch shall “Only” be terminated in writing at the fire marshal’s discretion. All transmitted information shall be in letterhead format with contact information available.

If you have any questions concerning this order, please call (707)299-1464 or email firemarshal@countyofnapa.org