

## FIRE WATCH LOG SHEET

This Fire Watch Log Sheet(s) is to be maintained at the facility until the re-establishment of fire alarm service; at which time this sheet is to be submitted to the WVSFMO, 1700 MacCorkle Ave SE, 4<sup>th</sup> Floor N, Charleston, WV 25314 or FAX to 304-558-2537. The log must be available to the WVSFMO at all times during the fire watch and include the following information:

1. Times that the periodic patrol was completed (include your start and end of shift).
2. Name of the person conducting the fire watch.
3. Record of any communication(s) to the Fire Department.
4. Note any alarm system work or any hazardous conditions found.

**Facility Name:** [Building Name]

**Facility Address:** [Building Address]

Date and Time	Watch Person	Comments