City of Linwood Fire Department

Linwood Bureau of Fire Prevention

Office of the Fire Official

Thomas Flynn
Fire Official
(609) 926-7953
Fax (609) 653-2730

400 Poplar Ave
Linwood, NJ 08221

FIRE WATCH FORM

Due to deficiencies in the fire protection systems, you have been ordered to post "fire watch"

IFC 403.12.1

A fire watch is ordered due to deficiencies, disconnections, renovations, or repairs to the listed premises' sprinkler or alarm system causing a concern for public safety. The owner, agent or lessee shall provide one or more fire watch personnel while the property is occupied or when an activity requiring fire watch is being conducted.
Fire Watch personnel shall have the following responsibilities:

1. Keep diligent watch for fire, smoke, obstructions to means of egress, audible alarm devices activated and other potential hazards.
2. Perform visual inspection of all floors, areas, stairs, closets, and any additional areas.
3. Contact the fire department for remediation of hazards, perform investigation of activated alarms and extinguishment of fires that occur.
4. Take prompt measures to assist in the evacuation of the occupants from the structure.
5. Keep a log of Fire Watch activity, noting time, location, and the person performing the Fire Watch.

Failure to conduct ordered Fire Watch and keep active log can result in a penalty of up to $**5,000** per day.
When all repairs or activities that warranted the Fire Watch have been resolved, please contact the Fire Inspections office or Fire Official.

Building Name:	**Building Address:**
Representative's Name:	**Representative's Cell:**
Fire Watch Personnel:	**Fire Watch Personnel Cell:**

_____	_____	_____
Representative Signature	Date	Time
_____	_____	_____
Fire Official/ Designee Signature	Date	Time

Fire Official- Thomas Flynn (609) 517-2591 / tflynn@linwoodcity.org
Fire Inspections Office (609) 926-7953 / tflynn@linwoodcity.org/rconover@linwoodcity.org

FIRE WATCH LOG

Building Address:_____

Fire Watch Personnel Name(s):_____

Fire Watch Personnel Signature:_____

Fire Watch Personnel shall have the following responsibilities:

1. Keep diligent watch for fire, smoke, obstructions to means of egress, audible alarm devices activated and other potential hazards.
2. Perform visual inspection of all floors, areas, stairs, closets, and any additional areas.
3. Contact the fire department for remediation of hazards, perform investigation of activated alarms and extinguishment of fires that occur.
4. Take prompt measures to assist in the evacuation of the occupants from the structure.
5. Keep a log of Fire Watch activity, noting time, location, and the person performing the Fire Watch.
6. Any potential hazards arise, immediately call 911.

Date	Time	Location	Fire Watch Personnel Name(s)	Comments

Date	Time	Location	Fire Watch Personnel Name(s)	Comments

Comments/ Issues:_____