	Presidio Trust **Fire Marshal's Office** *1750 Lincoln Blvd. San Francisco, California 94129*	**Date**: January 6, 2022 **Revision**: Sept 28, 2026 **Standard**: ***ADM-003***
Title: **Fire Watch**		**Approved By**: *Randy Amores*

SCOPE

Where a required fire protection system is out of service, the Presidio Fire Marshal's Office shall be notified immediately. Where required by the Fire Marshal, the building shall either be evacuated, or an approved Fire Watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service.

The Fire Marshal's Office, working with licensed fire protection system repair specialists, shall determine the length of time a Fire Watch is required. This standard shall meet the following code requirements:

- California Fire Code

1. RESPONSIBILITY FOR INSTRUCTION

1.1. The owner, manager, or person in charge (or in control) of the building/premises shall assign to the Fire Watch as many personnel as are required and shall instruct Fire Watch personnel in the following:

1.1.1. The procedure for notifying the Fire Department.

1.1.2. The area(s) to be patrolled.

1.1.3. A method of alerting building occupants and an evacuation procedure. (Fire Watches shall be provided with no less than one approved means for notification of the fire department.)

1.1.4. The training necessary to ensure Fire Watch personnel are capable of reactivating disabled fire alarm/sprinkler systems when required/necessary.

1.1.5. Any special instructions required by the Presidio Fire Marshal's Office.

2. FIRE WATCH PROCEDURES

2.1 An inspection of the entire building must be conducted by a responsible occupant at least once every half hour or as directed by the Presidio Fire Marshal's Office.

2.2 The person responsible for the Fire Watch must be always continuously awake in a public area of the building during their shift and shall have no other duties besides the Fire Watch.

2.3 A written log of the Fire Watch must be maintained. The log must include the date, time, status of alarm, and legible signature of the person performing the watch. The log may be picked up by Presidio Fire Marshal's Office when the alarm is restored.

2.4 The Fire Watch must be continuous—night and day—if the building is occupied until the alarm is repaired.

2.5 Continue the Fire Watch until the Presidio Trust Fire Marshal's Office cancels it.

3. LOGBOOK

3.1. The owner, manager, or person in charge/control of the premises shall provide a logbook, which contains a directory of names, telephone numbers, and other information to assist in making emergency calls.

3.2. The logbook shall be the official document used to record a history of patrol rounds, including name(s), dates, and times. An example log sheet is included at the back of this document.

3.2.1. The logbook shall be maintained on the premises and be available for inspection by the Presidio Trust Fire Marshal's Office/Fire Department.

DEFINITIONS

Fire Protection System – Any fire alarm device or system or fire extinguishing device or system, or a combination thereof, that is designed and installed for detecting, controlling, or extinguishing a fire or otherwise alerting occupants, or the fire department, or both, that a fire has occurred.

Fire Watch – A temporary measure intended to ensure continuous and systematic surveillance of a building by qualified individuals for the purpose of identifying and controlling fire hazards, detecting early signs of fire, raising an alarm in the event of a fire, and notifying the fire department in the event of a fire.

Logbook – A fire safety logbook maintains key information, which includes emergency contact information, patrol rounds data, and additional fire safety information. The logbook shall be kept up-to-date and available for inspection by the Presidio Trust Fire Marshal's Office/Fire Department.

FIRE WATCH LOG - Address:_____

Date	Time	Person Conducting Watch	Initials	Notes