



Fire Marshal's Office
 203 Commerce Blvd.
 Round Rock, TX 78664
 Office (512) 218-6628



Fire Watch Checklist

Business: _____

Address: _____ Date: _____

✓ Please check the following:

Fire Watch Guidelines	YES	No	N/A	Comments
* Sole duties are Fire Watch only				
*Person on Fire Watch has means of reporting fire				
*Absolutely No Smoking allowed on premises during the period of fire watch				
Rounds at least every 30 minutes				
Outside doors closed				
Fire doors closed				
Skylights/roof hatches closed				
All Fire Protection equipment in place and unobstructed				
Motors or Machines not required to run are turned off.				
Aisles are clear				
All unsecured rooms checked for possible ignition sources				
Flammable and Combustible materials properly stored.				
All sprinkler valves open and sealed, with gauges indication proper pressures.				
Areas check to determine if heating and air conditioning is working properly.				
Water faucets and air valves checked for leaks				
Pay particular attention to the areas under construction				

***The individual assigned to fire watch shall have no other duties than fire watch. ***

In the event of a fire:

- Sound the alarm
- Report fire to 911
- Go to aid if possible
- Control Pedestrian and vehicular traffic
- Facilitate access by Fire Department Vehicles

Code: 2015IFC Section 901.7

