



ROUND ROCK FIRE DEPARTMENT FIRE WATCH CHECKLIST

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



Business/Building: _____
 Date: _____

Address: _____

Fire Watch Guidelines	YES	No	N/A	Comments
*Individual assigned to Fire Watch's sole responsibility is to complete this checklist				
*Individual assigned to Fire Watch must have means of reporting fire				
*Absolutely No Smoking allowed on premises during the period of fire watch				
Rounds of area on Fire Watch are completed at least every 30 minutes				
All exterior doors must be closed				
All interior 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 must be kept clear and well lit				
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 complete the following steps in this order:

- **Sound the alarm pull station or local alert system**
- **Report fire to 911**
- **Use fire extinguisher on fire if possible**
- **Control pedestrian and vehicular traffic**
- **Facilitate access by Fire Department Vehicles and make contact with first arriving Fire Crew**

