

Fire Watch Inspector Checklist

A Fire Watch is an inspection conducted by DFSL staff to provide fire and smoke detection and emergency warning to occupants when a building's fire alarm or sprinkler system is non-operational.

Fire Watch inspectors serve as a “human smoke detector” and notify 911 at the first sign of smoke/fire.

Note the Fire Watch Inspector procedures below and contact the Housing Coordinator who is responsible for coordinating the Fire Watch with questions regarding these procedures. Contact 911 immediately if you sense an emergency

Fire Watch Inspector Procedures – Chapter House

Sign-in at the service desk by noting your name, date, and time on the Fire Watch log sheet at the beginning of your Fire Watch inspection shift. This sheet must be updated each hour.

Obtain Fire Watch notices and an air horn from the service desk.

Ensure that Fire Watch notices are posted in the lobby, on bathroom doors and bulletin boards if you are the first Fire Watch inspection. Ensure Fire Watch notices remain adequately posted during all inspections.

Use air horns to notify residents that smoke or fire has been detected.

Conduct a continuous patrol of the entire building, including corridors, hallways, laundry room, basement, lobby, stairwells, recreation rooms, lounges, and any other common areas. Remain alert to signs of smoke or fire. (You may take a maximum of a 15-minute break each hour (no restrictions regarding where you take your break).

Contact UMPD dispatcher at x53555 once per hour, on the hour, to report the status of the Fire Watch inspection and confirm a Fire Watch is still in progress.

At first sign of smoke and/or fire, you must:

Pull the nearest fire alarm pull station.

Exit the building, calling 911 as soon as possible from the nearest safe phone.

Sound the air horn while exiting to notify as many residents as possible en route.

Notify via the duty phone the professional staff member on duty

Walk the exterior of the building sounding the air horn until the fire department arrives.