



CASTLE ROCK FIRE AND RESCUE DEPARTMENT

300 Perry Street – Castle Rock, Colo. 80104

303-660-1066

Fire Alarm Log Book

Do not remove from the premises:

Any activity regarding this system must be documented in writing.

FIREFIGHTERS COMPLETE:

- **Activity Log**

SERVICE TECHNICIANS COMPLETE:

- **Activity Log**
- **Fire Alarm System Service Report**
- **Inspection and Maintenance Record (Scheduled Service)**

Fire Alarm System Log Book

NOTICE OF SYSTEM RESPONSIBILITY!!

It shall be the responsibility of the building owner to maintain alarm system records for the life of the system and to keep them available for examination by Castle Rock Fire and Rescue Department, the Authority Having Jurisdiction (AHJ). NFPA 72 (1999);7-5.1

This fire alarm system log book must be maintained at the fire alarm control panel or at a location agreed upon by the AHJ. It is strongly recommended that duplicate records be kept in a secure location.

Fire alarm systems shall be maintained in an operative condition at all times and shall be replaced or repaired where defective. Such systems shall be extended, altered or augmented as necessary to maintain and continue protection whenever any building so equipped is altered, remodeled or added to.

Fire alarm systems shall be maintained and tested in accordance with nationally recognized standards (NFPA 72). Our department is to be notified any time a system is placed temporarily out of service and upon restoration of service.

The building owner is responsible for inspection, testing and maintenance of the alarm system. Work may be performed by service personnel, other than the building owner, when delegation is made in writing and a copy of the current contract is placed in the log book. NFPA 72 (1999),7-1.2.1;7-1.2.2

BUILDING INFORMATION:

LOCATION:	
OWNER:	

SERVICE PERSONNEL REQUIREMENTS

Service personnel must provide documentation of qualifications to our department indicating proficiency with this system. Documentation may include:

NFPA 72 (1999) 7-1.2.2

1. Factory Training and certification
2. NICET-Fire Alarm certified
3. International Municipal Signal Association Fire Alarm Certified
4. Trained and qualified personnel employed by an organization listed by a national testing laboratory for the servicing of fire alarm systems.
5. Certified by a jurisdiction recognized by the AHJ

Prior to testing, notification must be made to all persons, including building occupants, and facilities who would receive and alarm, supervisory or trouble signal. At the conclusion of testing, all parties must be notified that testing has been completed.

NFPA 72 (1999) 7-1.3.1

This log book as well as system specifications, wiring diagrams and floor plans are to be made available, by the owner, to service personnel.

NFPA 72 (1999) 7-5.1

In the event of temporary system failure or an excessive number of accidental alarm activations, standby personnel may be required by our department, at the expense of the building owner, until the system is restored.

Pages provided with this package may be copied as necessary to maintain complete records.

Questions regarding system maintenance may be forwarded to the AHJ.

AHJ INFORMATION:

AHJ:	Castle Rock Fire Rescue
ADDRESS:	300 Perry Street – Castle Rock, Colorado 80104 - 303-660-1066 or 911

Contact List

1st RESPONSIBLE PARTY:

NAME:	
DAYTIME PHONE:	
AFTER HOURS PHONE:	

2nd RESPONSIBLE PARTY:

NAME:	
DAYTIME PHONE:	
AFTER HOURS PHONE:	

3rd RESPONSIBLE PARTY:

NAME:	
DAYTIME PHONE:	
AFTER HOURS PHONE:	

4th RESPONSIBLE PARTY:

NAME:	
DAYTIME PHONE:	
AFTER HOURS PHONE:	

REVISIONS:

DATE:	
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Fire Alarm Log Book

Do not remove from the premises.

- Any activity regarding this system must be documented in writing.

Firefighters must complete:

1. Activity Log

Service Technicians complete:

1. Fire Alarm System Service Log
2. Inspection and Maintenance Record (Scheduled Service)

ALARM MONITORING COMPANY:

NAME:	
ADDRESS:	
PHONE:	
ACCOUNT REFERENCE #:	

ALARM MAINTENANCE COMPANY:

NAME:	
ADDRESS:	
PHONE:	
ACCOUNT REFERENCE #:	
TECHNICIAN:	

Other:

NAME:	
ADDRESS:	
PHONE:	
ACCOUNT REFERENCE #:	
TECHNICIAN:	

Fire Alarm Testing Log – Testing Only

DATE	TIME	DESCRIPTION OF TESTING PERFORMED	NAME / COMPANY – (print)

Fire Alarm Service Log – Service Only

DATE	TIME	DESCRIPTION OF SERVICE PERFORMED	NAME / COMPANY – (print)

Fire Alarm System Service Report

Property Name (User) _____ Date _____

Address _____ Time _____

Contact Person _____

Telephone _____ Email: _____

Describe Problems Found:

Were all noted problems corrected Yes _____ No _____ (Explain below)

Describe Work Performed:

Fire Alarm System Service Report

Property Name (User) _____ Date _____

Address _____ Time _____

Contact Person _____

Telephone _____ Email: _____

Describe Problems Found:

Were all noted problems corrected Yes _____ No _____ (Explain below)

Describe Work Performed:

Fire Alarm System Service Report

Property Name (User) _____ Date _____

Address _____ Time _____

Contact Person _____

Telephone _____ Email: _____

Describe Problems Found:

Were all noted problems corrected Yes _____ No _____ (Explain below)

Describe Work Performed:

Fire Alarm System Service Report

Property Name (User) _____ Date _____

Address _____ Time _____

Contact Person _____

Telephone _____ Email: _____

Describe Problems Found:

Were all noted problems corrected Yes _____ No _____ (Explain below)

Describe Work Performed:

Fire Watch Requirements

FireWatch Duties

A Fire Code Official may require a building owner to provide a firewatch if a fire protection system fails, if there are an excessive number of accidental activations or nuisance alarms, or a special circumstance or event. Personnel to conduct the fire watch are determined by the building owner. A professional security company may be required at the discretion of the Fire Code Official. Firewatch defined in the Fire Code:

FIREWATCH. A temporary measure intended to ensure continuous and systematic surveillance of a building or portion thereof by one or more qualified individuals for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, raising an alarm of fire and notifying the fire department.

Owner Responsibilities

- Establish, instruct and maintain firewatch personnel as required by the Fire Code Official.
- Notify the fire alarm monitoring company that a firewatch is in place at the business and the duration.
- Contact the repair company to fix the fire protection system(s).
- If a Notice of Violation has been written, contact the Fire Code Official when the system has been repaired.
- Other: _____

What is a fire watch?

A fire watch is a temporary measure for the purposes of ensuring the fire-safety of a building or premises in the event of any act or situation which creates an increased risk to persons or property.

The term fire watch is also used to describe a dedicated person or persons whose sole responsibility is to look for fires and other hazards within a building, specific area, or premises.

What is the purpose of a fire watch?

The purpose of a fire watch is provide temporary surveillance in a building or premises for the purposes of identifying and controlling fire hazards, detecting early signs of unwanted fire, initiating alarms or evacuation procedures, and notifying the fire department.

When is a fire watch required?

A fire watch is required under the following circumstances, as outlined in the current edition of the International Fire Code (IFC):

- When the building's fire alarm system or sprinkler system will be out of service for four or more hours in a 24-hour period.
- When "hot work" operations (i.e., welding) are being performed on premises.
- During building demolition when the local fire code official determines that the operation is hazardous in nature.
- When, in the opinion of the fire code official, it is essential for public safety in a place of assembly or congregation due to the number of persons, nature of performance, exhibition, display, contest, or activity.

How long can a fire watch remain in effect?

In general, a fire watch is to be used only as a temporary means to provide either an extra level of safety (in the case of a special event or hot work operation) or to supplant an out of service life safety system.

A fire watch cannot be used as a technique to avoid or delay the installation of a required fire sprinkler, fire alarm, or other life safety system.

Hot work requires that a fire watch last throughout the duration of the operation and at least 30 minutes after the conclusion of work. The 30 minute time period may be extended by the fire code official depending on the nature of work or hazards present.

Who can be assigned to fire watch?

Persons assigned to fire watch should be familiar with the building or premises and have access to all areas to sufficiently perform their patrol duties. Assigned persons should also be well-versed in any and all emergency evacuation procedures, safety plans, alarm activation procedures, and have formal training in the proper use of fire extinguishers or other emergency safety equipment.

Persons assigned to fire watch must have no other responsibilities but to perform the fire watch. In other words, an employee who is normally assigned to perform maintenance duties in a school cannot be assigned to a fire watch while cleaning floors; nor can a security guard at a public event perform door security and fire watch duties simultaneously—fire watch personnel shall have the sole responsibility of performing fire watch duties.

What are the duties of fire watch personnel?

Fire watch personnel shall keep a constant watch for fires, be on the lookout for any obstructions to exits, and be alert to any other hazards during the time when the building or premises is open to the public, the hazardous activity is taking place, or throughout the duration of the fire alarm/sprinkler system being out of service.

Fire watch personnel are expected to correct any hazards found, extinguish small fires, contact the fire department, activate fire alarms, and assist with emergency evacuation procedures of the public.

Fire watch personnel shall have no other duties and shall perform constant patrols of the protected premises and keep what for fire.

Are there any specific tools or equipment fire watch personnel need to perform their duties?

Fire watch personnel need to be provided with a minimum of one (1), approved and reliable means of notification to the local fire department or fire alarm monitoring company. The “approved” means shall be determined by the local fire code official. Examples include a hard-wired telephone, cellular phone (with no dead-coverage areas), manual central station fire alarm, or radio.

Fire watch personnel shall also be provided access to fire extinguishing equipment (i.e., portable extinguishers) and have received adequate training on its safe use.

During hot work operations, fire watch personnel shall be supplied a minimum of one portable fire extinguisher with a minimum 2A:20BC rating. This extinguisher shall be within 30 feet of the location where the hot work is performed. Fire watch and hot work personnel shall be trained on the proper use of fire extinguishers before performing these duties.

Personnel serving as a fire watch have the following duties:

- ✓ Conduct constant patrols of the entire facility as specified by the Fire Code Official.
SPECIAL INSTRUCTIONS: _____
- ✓ Identify any fire, life or property hazards and take appropriate action.
- ✓ Notify the AHJ if a fire is discovered by calling 9-1-1 with the exact address and type of emergency.
ADDRESS: _____
- ✓ Notify occupants of the facility of the need to IMMEDIATELY evacuate. If the alarm system is still functional, pull a pull station to assist with evacuation of the building.
- ✓ Determine at least one means of direct communication with the Fire Department Communications Center. A telephone or radio is acceptable.
- ✓ Have knowledge of the location and use of fire protection equipment, such as fire extinguishers.
- ✓ Firewatch personnel **cannot have other duties besides their assigned fire watch**. However, the Fire Code Official may designate other duties. **Note:** The firewatch will not perform fire-fighting duties beyond the scope of the ordinary citizen.
- ✓ Maintain a log of firewatch activities, date, time, number of occupants, and any problems identified. This log MUST be available for the Fire Code Official’s inspection at any time. The following is a SAMPLE OF THE REQUIRED LOG:

TIME	ACTIVITY and FIREWATCH NAME
0200	Firewatch required by firefighters due to system OOS
0200	Sally Doe started firewatch – performed patrol of the facility – no problems found
0215	Sally Doe performed patrol of the facility – no problems

