



120 West Verbena Avenue  
Foley, Alabama 36535  
(251) 943-1266  
Fax (251) 943-7432  
www.cityoffoley.org

## FIRE WATCH FORM

Date Issued: \_\_\_\_\_

Building/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Person in charge of Fire Watch: \_\_\_\_\_

Alarm Company: \_\_\_\_\_ Phone: \_\_\_\_\_

### System Out of Service

Where a required fire protection system is out of service, the Code Official shall be notified immediately and, where required by the Code Official, the building shall either be evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service.

Where utilized, fire watches shall be provided with at least one approved means for notification of the Fire Department and their only duty shall be to perform constant patrols of the protected premises and keep watch for fires.

This structure has been placed on Fire Watch due to a recognized failure in the fire alarm system. The Fire Department representative or Fire Official has made the judgement that the system is unreliable in its present state. The following procedure must be observed during the duration of the Fire Watch. The duration period is the time period your alarm system is out of service.

1. The alarm system must be serviced by qualified personnel prior to being returned to service.
2. A walk-through of the building(s) covered by the alarm system must be conducted each hour and documented on the Fire Watch Log form until the system is back in service.
3. Mail or fax the completed Fire Watch Log and our fire alarm work order showing any corrections made to our office within 14 days of the system being returned to service. Failure to notify the Foley Fire Department will result in a compliance notice being issued to your business.

**If you have any questions or require additional information, please contact:**

**Office: 251-971-6028**

**Fax: 251-943-7432**

**Email: [fireinspections@cityoffoley.org](mailto:fireinspections@cityoffoley.org)**

