



Building Name:	Date:
Name(s) of Personnel Conducting Fire Watch:	Firm/Company:
	Shift Start Time:
	Shift End Time:

START OF SHIFT CHECKLIST:

Each individual conducting a fire watch at the University of North Carolina at Chapel Hill must complete the following checklist at the start of their shift or assigned fire watch period. Any change in personnel will be considered a new fire watch shift or period.

Each individual conducting the fire watch:

- Understands the extent of the impairment to the building’s fire protection system.
- Knows the location of fire protection devices within the building, including the fire alarm panel, all pull stations, and fire extinguishers.
- Has a reliable means to contact the fire department. A cellular phone is approved for this purpose.
- Has access to areas to the building with keys to all secured areas.
- Has a functioning flashlight.

PATROL LOG:

In student housing, patrols must be conducted continuously of all affected common areas. Otherwise, patrols shall be conducted every thirty minutes.

NUMBER	TIME	BUILDING CONDITION	INITIALS
1			
2			
3			
4			
5			
6			
7			
8			

IN THE EVENT OF A FIRE OR OTHER EMERGENCY, DIAL 911

NUMBER	TIME	BUILDING CONDITION	INITIALS
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			

CERTIFICATION:

By signing below, I/we certify that the fire watch checklist on the front page of this form was completed in its entirety at the beginning of the fire watch shift or period, and that patrols were conducted as noted on this log.

Signatures and Printed Names

SUBMISSION:

A completed form must be submitted to the University Fire Marshal for each shift or assigned fire watch period. Any change in personnel will be considered a new fire watch shift or period. This log must be submitted within **24 hours of the end of the shift time as noted on this log.**

This log may be submitted by e-mail to firesafety@unc.edu, by campus mail to Fire Safety CB#1650, or by fax at (919) 962-0227.