PFW
PHOENIX FIRE WATCH
TAMPA BAY FIRE WATCH

24-HOUR FIRE WATCH LOG

Day: 7:00 AM to 6:30 PM · 30-minute rounds · Log every round as it happens.

PROPERTY NAME _____ PROPERTY ADDRESS _____

ON-SITE CONTACT & PHONE _____ AHJ / FIRE OFFICIAL & PHONE _____

REQUIRED PATROL INTERVAL _____ WATCH STARTED (DATE / TIME) _____ PROVIDED BY (COMPANY / NAMES) _____

AREAS / ZONES TO PATROL _____

REASON ☐ Fire alarm impaired ☐ Sprinkler impaired ☐ Both systems ☐ Hot work ☐ Construction ☐ Other: _____

TIME	TIME LOGGED	PATROL AREA / ROUTE CHECKED	CONDITIONS OBSERVED	HAZARD FOUND & ACTION TAKEN	INITIALS
DAY 1 DATE _____					
7:00 AM					
7:30 AM					
8:00 AM					
8:30 AM					
9:00 AM					
9:30 AM					
10:00 AM					
10:30 AM					
11:00 AM					
11:30 AM					
12:00 PM					
12:30 PM					
1:00 PM					
1:30 PM					
2:00 PM					
2:30 PM					
3:00 PM					
3:30 PM					
4:00 PM					
4:30 PM					
5:00 PM					
5:30 PM					
6:00 PM					
6:30 PM					

Rounds every 30 minutes. If your AHJ requires more frequent rounds, record extra rounds on an additional sheet.

EMERGENCY: CALL 911 FIRST, then alert occupants and the on-site contact.
The applicable AHJ/fire official sets requirements, patrol frequency and record-keeping.
General-use template.

Need trained fire watch personnel?
Call 24/7 (727) 729-9332 · phoenixfirewatch.com
24-hour log · day · Sheet ____ of ____

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24-HOUR FIRE WATCH LOG

Night: 7:00 PM to 6:30 AM · 30-minute rounds · Log every round as it happens.

PROPERTY NAME _____

OFFICER(S) ON DUTY _____

TIME	TIME LOGGED	PATROL AREA / ROUTE CHECKED	CONDITIONS OBSERVED	HAZARD FOUND & ACTION TAKEN	INITIALS
DAY 1 (CONTINUED)					
7:00 PM					
7:30 PM					
8:00 PM					
8:30 PM					
9:00 PM					
9:30 PM					
10:00 PM					
10:30 PM					
11:00 PM					
11:30 PM					
MIDNIGHT · DAY 2 DATE _____					
12:00 AM					
12:30 AM					
1:00 AM					
1:30 AM					
2:00 AM					
2:30 AM					
3:00 AM					
3:30 AM					
4:00 AM					
4:30 AM					
5:00 AM					
5:30 AM					
6:00 AM					
6:30 AM					

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HANDOFF, INCIDENTS & CLOSEOUT

Complete at every shift change, after any incident, and when the watch ends.

SHIFT HANDOFF

DATE / TIME	OUTGOING OFFICER	INCOMING OFFICER	BRIEFED ON (AREAS, HAZARDS, ACCESS, CHANGES)	INITIALS

INCIDENT & NOTIFICATION RECORD

911 · occupants · on-site contact · AHJ · system contractor

TIME	WHAT WAS OBSERVED	WHO WAS NOTIFIED	OUTCOME / FOLLOW-UP

HOW TO USE THIS LOG

1. **Get the requirements first.**
   The applicable AHJ/fire official decides whether a watch is needed, which areas to cover and how often to patrol.
2. **Log every round, as it happens.**
   Write the actual time in each 30-minute row. Do not fill entries in later.
3. **Look for real hazards.**
   Smoke, odors, heat, blocked exits, stored combustibles, open fire doors and unsafe hot work.
4. **If you find fire, call 911.**
   Then alert occupants and the on-site contact, and record it above.
5. **Brief the next shift.**
   Cover impaired areas, hazards found, access and changed instructions.
6. **Keep the records.**
   Store completed sheets with the property file; share them on request.

WATCH CLOSEOUT

SYSTEM RESTORED (DATE / TIME)

WATCH ENDED PER DIRECTION OF (NAME / TITLE)

FINAL OFFICER SIGNATURE

PROPERTY CONTACT SIGNATURE

End the watch only when the AHJ/fire official's instructions allow it.

SKIP THE PAPERWORK

Phoenix Fire Watch officers log every round digitally, dated, timed and geofenced to confirm they were on site. You get records during coverage and a closeout record.

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General-use template.