



# FIREWATCH / FIRE GUARD DAILY RECORD



FIRE WATCH / FIRE GUARD DAILY RECORD	
JOB SITE ADDRESS:	DATE:
PATROLLED AREA:	
COF HOLDER NAME:	COF #:
COF HOLDER SIGNATURE:	COF EXP. DATE:

**DIRECTIONS:**

- As the Fire Guard, you are required to make hourly inspections, and to record the result of your inspections on this log.
- Put “√” for the items that are satisfactory, “X” for items that are unsatisfactory, and N/A for items that are not applicable.
- Provide a description of unsatisfactory items in the comments section and bring them to the attention of the responsible person.
- Print your name and sign the log at the end of your shift.

<b>TIME IN:</b>	__:__	__:__	__:__	__:__	__:__	__:__
<b>TIME OUT:</b>	__:__	__:__	__:__	__:__	__:__	__:__
<b>Exits and stairways:</b> Ensure exits and stairways are not blocked. Self-closing doors are not open. There is a lot of lighting in exit corridors.						
<b>Potential Ignition Sources:</b> Look for arcing or exposed electrical wiring.						
<b>Trash Accumulation:</b> Ensure that corridors are free of debris and rubbish.						
<b>NO Smoking: Ensure:</b> “NO Smoking” is enforced in the affected areas.						
<b>Fire Alarm Pull Stations:</b> Should be inspected for the damage.						
<b>Fire Extinguisher:</b> Fire extinguishers should be in their designated areas.						

COMMENTS