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# Fire Watch/ Fire Guard Daily Record

Building Address:	
Patrolled Area:	

Date:	
C of F Holder's Name:	
Signature:	
C of F #:	
Expiration 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.

Time	:	:	:	:	:	:
<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.						
<b>Standpipe and Sprinklers System:</b> Inspect for breaks, leaks and damage. Ensure that there is no blockade in the FDNY connection and FIRE hydrants.						

Comments

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