



## DEPARTMENT OF FIRE, BUILDING AND LIFE SAFETY

1110 WEST WASHINGTON, SUITE 100  
PHOENIX, ARIZONA 85007  
602) 364-1003  
(602) 364-1052 FAX

OFFICE OF ADMINISTRATION \* OFFICE OF MANUFACTURED HOUSING \* OFFICE OF STATE FIRE MARSHAL

### **FIRE WATCH PROCEDURES**

#### **Note: fill out the Fire Watch request sheet and fax to 602-364-1052 for Approval**

The state fire code requires operational fire protection systems in certain occupancies, however, there may be times during the life of the occupancy that these systems become inoperative or are absent. This situation often occurs at the time of new construction and remodeling, or it may also be the result of an emergency situation.

Every effort shall be made by the owner to return the system to an operational and code conforming state. In order to limit the disruption of everyday business and routine the following procedures have been established. These procedures will allow occupancy of a building while the fire protection system installation or repair is progressing. This procedure is established as a remedy for a temporary situation. The use of a "Fire Watch" may not be implemented or extended without permission and approval of the State Fire Marshal.

1. A written request shall be forwarded to the State Fire Marshal for approval prior to the use of a Fire Watch in lieu of an operational fire protection system in any state, county or public school facility.
2. Such written requests shall provide the following information for use by the State Fire Marshal to ascertain the suitability of a Fire Watch for any occupancy.  
What is the current configuration of the fire protection system?  
Is it fully automatic or manual?  
To what extent is the system inoperative?  
When do you expect to have the system fully operational?  
Who is providing the work to bring the system into compliance?  
Have fire protection system plans been submitted to the State Fire Marshal? Have they been approved?
3. Requests to use a Fire Watch shall include a proposal to provide the following elements:
  - A. A spotter, who shall be the employee of a fire department, police department or a licensed and bonded security company, or AN EMPLOYEE WHO WORKS AT THE BUILDING IN WHICH A FIRE WATCH IS REQUIRED MAY SERVE AS THE FIRE WATCH IF approved by the State Fire Marshal shall be stationed in an appropriate place relative to each building to observe building openings.
    - (1) Such spotters shall have no other function to distract them including, but not limited to, security, lesson plans, answering the phone, playground supervision, etc.
    - (2) Spotters shall be equipped with communication equipment that allows full time communication with a central control point (security or main office, etc.)
    - (3) Spotters shall be given printed instructions (approved by the State Fire Marshal) and a training session prior to their deployment.

The fire watch will be directly supervised by a designated person. This supervisory person may be the head of security, a school principal, or other designated individual vested with the authority to properly supervise the Fire Watch. Back-up supervision shall be provided as approved by the State Fire Marshal.

4. No construction work shall be performed within any building with a nonfunctional fire protection system while occupied by students, public, staff, or assigned personnel.

5. Local fire suppression authorities shall be advised of the conditions warranting a fire watch and shall be kept informed of the status of the fire protection system.

6. On-site guard services shall be employed after hours if required.

7. All fire lanes and exits shall be maintained in an unobstructed and immediately useable condition.

8. The following hazards which may be part of the normal occupancy of the building shall be eliminated:

A. Flammable and combustible liquids (cleaning materials, paints, copier and printing chemicals, etc.)

B. Hazardous laboratory operations.

C. Smoking shall not be permitted.

D. Welding and other 'hot' or open flame processes shall NOT be permitted.

9. The written proposal shall summarize the responsibilities of all involved personnel and shall be approved by the

State Fire Marshal before implementation. An onsite visit by the State Fire Marshal may be conducted to ascertain the conformance with acceptable Fire Watch practices.

## Fire Watch Request sheet

Fax this completed report to 602-364-1052 for authorization of Fire Watch

1) Company Name, phone number and license who is performing the Fire Watch:

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2) Responsible party for this facility Contact phone number and Fax number:

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3) Reason for fire watch and what is being done to resolve the problem:

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4) The Date the Fire Watch will be started and the Times the Fire Watch will take place:

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5) Physical address of the Fire Watch:

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**Upon Completion of the fire watch this office requires a report stating that the Life Safety device in question is operating properly. Fax to 602-364-1052**



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**Notice of Fire Watch**

**This building has been temporarily approved to occupy for the specific reasons and time stated in the submittal.**

**This document shall be placed at the entrance of all of the buildings under the Fire Watch.**

**Address of Fire Watch:**

**Name of Facility:**

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**Stipulations: None**

- 1)
- 2)
- 3)
- 4)

**Upon Completion of the fire watch this office requires a report from the contractor stating that the Life Safety device in question is operating properly Fax to 602-364-1052**