



Office of Environmental Health & Safety

Building Fire Watch Inspection Tour Checklist

- Conduct corridor walk-through of Fire Watch areas
- Available and operable fire extinguishers at Fire Watch areas
- Fire Watch personnel trained in the proper use of a fire extinguisher
- Review locations of all fire extinguishers
- Review locations of all fire alarm pull stations
- Review the steps to take when a fire is discovered during a Fire Watch
- Review the enforcement of specific policies in effect during the Fire Watch
 - Smoking Policy
 - Exits
 - Hallways
 - Smoke and Fire Separation Doors
 - Doors to Patients'/ Residents' rooms
 - Office doors
- Review and complete the Fire Watch Log Sheet



LOCATION :

Reason (Be Specific):

FIRE WATCH LOG SHEET

Coral Gables Campus Medical Campus
 RSMAS Campus Satellite Facility

DATE	Initials	Initials	Initials	Initials	Initials
TIME					
0000					
0100					
0200					
0300					
0400					
0500					
0600					
0700					
0800					
0900					
1000					
1100					
1200					
1300					
1400					
1500					
1600					
1700					
1800					
1900					
2000					
2100					
2200					
2300					

ANY OF THE FOLLOWING CONDITIONS BELOW MUST BE REPORTED IMMEDIATELY AND CORRECTED

There is fire, smoke, or a strong smell of smoke, or other evidence of a fire or incidence of fire. PULL/SOUND THE FIRE ALARM.	Exit door at bottom of stair is obstructed, or nonfunctional, unable to be easily opened.	Trash, debris or other combustible materials stored in rooms or areas adjacent to the corridor.
Firm Alarm pull stations, smoke or heat detectors are blocked, obstructed, or rendered inaccessible.	Exit stairs lighting is not operational, areas of the stairs are dark or not visible.	Construction materials or equipment storage obstruct the corridor, exit path, stairs, or other use areas.
Fire alarm pull stations, smoke or heat detectors, bells or other fire alarm elements are damaged or broken.	Corridors have trash, debris, or other materials obstructing any part of corridor. Supplies, equipment, materials, and/or waste materials are in corridors.	Fire separations have holes or penetrations, or unprotected openings.
Fire extinguishers are damaged, do not have the proper inspection tag, blocked, or obstructed, or rendered unavailable to immediate use.	Fire and smoke doors are damaged, broken, or unable to close fully, and latch appropriately. Closers do not function fully to close doors.	There are holes in walls, floors, or fire separations, or other visible changes in the building fire construction that could cause injury or risk to patients or staff.
Exit path is blocked, or obstructed. Exit stairs have any materials or supplies, or debris in stairwell.	Fire and smoke doors are blocked, or obstructed by materials, equipment or wedging.	Exit lights or illumination of the corridor is burned out, or not operating properly.

PRINT NAME :

SIGNATURE :