



CAL FIRE RIVERSIDE UNIT

Riverside County Fire Department

Fire Watch Implementation

Guideline OFM-15

SCOPE

This Guideline identifies and specifies fire watch conditions when a building/premises presents a hazard to life or property as the result of construction, alteration, demolition, fire, or other emergency condition, or when any fire protection equipment/system has been rendered inoperable. The fire watch is used to mitigate a hazardous condition which if not corrected, would normally require the evacuation of the structure or a portion thereof.

Fire watch shall be implemented where a fire sprinkler system, fire alarm system, standpipe, fire pump, water supply, or any other fire and life safety system becomes inoperable for an extended period.

PURPOSE

The Riverside County Fire Department (RVC) Office of the Fire Marshal (OFM) has prepared this Guideline to provide guidance to building officials, contractors, architects, business owners, consultants, and RVC personnel on RVC practices that have been determined to be in compliance with the 2022 California Fire Code (CFC).

A Fire Watch may be required in accordance with CFC Section 901.7 (Fire Protection System Impairment), 3305.5 (During Demolition or Construction when required by the Office of the Fire Marshal), 403.11 (Places of Assemblies when required by the Office of the Fire Marshal). This Guideline provides specific technical and procedural information and requirements for fire watch conditions and implementation. The intent is to clarify aspects of the code that are non-specific. The requirements of this Guideline apply to the most common situations in which a Fire Watch is required. The contents of this Guideline shall not be construed as altering or waiving any existing code, law or regulation which may require fire protection features. The reader is cautioned that the guidance detailed in this policy may or may not apply to their specific situation, and that the OFM retains final authority to determine compliance.

REQUIREMENTS

Requirements and responsibilities of the owner/ representative, Fire Watch entity and their personnel are provided in this portion of the Guideline.

RESPONSIBILITY OF THE OWNER/ PERSON IN CHARGE OF THE BUILDING OR PREMISES

UPON OFFICAL ORDER BY THE RIVERSIDE COUNTY FIRE DEPARTMENT, IMPLEMENT A FIRE WATCH AND ADHERE TO THE SPECIFIC REQUIREMENTS PROVIDED IN THE ORDER AND THIS GUIDELINE

09/2023

The owner, manager, or person in charge or control of the building OR premises shall assign to the fire watch as many personnel as required, and shall instruct fire watch personnel as follows:

1. Implement the Fire Watch Immediately. (24 hours per day/ 7 days per week unless otherwise agreed to by the OFM).
2. Provide a minimum number of Fire Watch personnel as specified by the RVC.
3. The procedure for notifying the Fire Department in the event of an emergency. (e.g., 911, premise address, etc.).
4. The areas to be patrolled, including egress routes and locations.
5. A method of alerting building occupants and an evacuation procedure. (e.g., intercom, PA, Bull Horn, face-to-face contact, etc.).
6. Training necessary to ensure Fire Watch personnel are capable of reactivating disabled systems, when required.
7. The location and use of on-site portable fire extinguishers.
8. Documentation requirements as specified in this Guideline.
9. Comply with all special instructions required by the RVC.

FIRE WATCH PERSONNEL RESPONSIBILITIES

The entity and the personnel providing Fire Watch services shall comply with the following requirements:

1. Responsible solely for Fire Watch, without any other duties assigned.
2. Have a reliable device to contact/notify the fire department immediately when a fire or other emergency occurs.
3. Capable of alerting building occupants and implementing evacuation procedures.
4. Capable of using portable on-site fire extinguishers as appropriate.
5. Be thoroughly familiar with the area(s) they are patrolling.
6. Perform Fire Watch patrols according to instructions from the RVC.
7. Patrol their designated area at least once each hour unless otherwise specified by RVC. This includes the entire building/facility, all rooms (offices, spaces, areas) including basements, penthouses.
8. Make reports as instructed.
9. Relay any special orders or pertinent information to relief personnel and management.
10. Remain on duty until properly relieved.
11. Complete required documentation of Fire Watch activities as specified in this Guideline.

DOCUMENTATION REQUIREMENTS

The owner, manager, or person in charge or control of the premises shall maintain a logbook, which contains a directory of names, telephone numbers, and other information to assist Fire Watch personnel in making emergency calls. The logbook shall also be used to document the history of Fire Watch patrol rounds.

The logbook shall be maintained on the premises and be available for inspection by the authority having jurisdiction (RVC).

Fire Watch records shall include the following information:

1. A written record of all patrol rounds, (*See Attachment A - Sample Fire Watch Information Sheet and Log.*) NOTE: Similar forms are allowable provided they contain all required information.

Provide a copy of the Fire Watch Log to the RVC via email for each 24-hour period: Email the information to: RVCFirewatch@Fire.CA.Gov. In addition, any questions may be directed to Riverside Office at (951)-955-4777 or Desert Office (760) 863-8886

TERMINATION OF FIRE WATCH

Once a Fire Watch is ordered by RVC, it must continue until a formal Fire Watch termination authorization is provided by the RVC. Termination Authorization will be in written form on the original Fire Watch Issuance Form or via electronic communication. Verbal Termination Authorizations are not permitted.

Attachments

1. Attachment A – Notice to Implement Fire Watch (Sample)
2. Attachment B – Fire Watch Information Sheet and Log (Sample)

**ATTACHMENT B
SAMPLE**

FIRE WATCH INFORMATION & LOG SHEET

This form shall be provided to the Fire Department immediately upon commencement of Fire Watch by the responsible party.

RECORD NUMBER:

FACILITY NAME:

ADDRESS:

RESPONSIBLE PARTY:

PHONE NUMBER:

NAME OF COMPANY PROVIDING FIRE WATCH:

PROVIDER ADDRESS:

PHONE:

MANAGER/OWNER:

24 HR. EMERGENCY PHONE NUMBER:

BUSINESS LICENSE NUMBER:

STATE LICENSE NUMBER(S):

NAMES OF PERSONNEL PROVIDING FIRE WATCH:

1.

2.

3.

4.

5.

COMMENTS:

SAMPLE

FIRE WATCH LOG		DATE:
RECORD NUMBER:	SITE ADDRESS:	
EACH TIMED SIGNATURE ACKNOWLEDGES A COMPLETE CHECK OF THE BUILDING UNDER FIRE WATCH CONDITIONS.		
TIME:	FIRE WATCH SIGNATURE	PRINT NAME
MIDNIGHT		
1:00 AM		
2:00 AM		
3:00 AM		
4:00 AM		
5:00 AM		
6:00 AM		
7:00 AM		
8:00 AM		
9:00 AM		
10:00 AM		
11:00 AM		
12 NOON		
1:00 PM		
2:00 PM		
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