

# KING COUNTY ZONE 3 FIRE WATCH FORM



## FIRE WATCH INSTRUCTIONS

1. Do not reset the alarm if alarm cause is likely a system malfunction.
2. Silence alarm if needed and direct the responsible party to request a service call.
3. Fill out all portions of the Agency Copy.
4. On the Site Copy;
  - a. Fill out the incident number and
  - b. Identify the fire watch frequency
  - c. Circle the appropriate follow-up agency
  - d. Identify which system is out-of-service.
5. Leave the Site copy with the responsible party.
6. Identify the person this form was left with. \_\_\_\_\_
7. If the Fire Watch was declined, identify the name of the individual who declined the fire watch. \_\_\_\_\_
8. Was the building secure when you left?  Yes  No If not, please explain what actions were taken. \_\_\_\_\_
9. Post placard if unable to contact a responsible party and/or when notification to building occupants is important. Fire watch placard posted? Y / N
10. Scan and Email the Agency Copy to the appropriate Fire Marshal's Office.
11. Include Agency Copy with your fire incident report.



**INCIDENT CASE#:** \_\_\_\_\_ **INCIDENT DATE:** \_\_\_\_\_

**REASON FOR FIRE WATCH:** \_\_\_\_\_

## SYSTEM OUT OF SERVICE:

Sprinkler  Fire Alarm  Monitoring  Other Suppression  Other

**RESPONDING UNIT/COMPANY OFFICER:** \_\_\_\_\_

**BUSINESS NAME:** \_\_\_\_\_

**BUSINESS ADDRESS:** \_\_\_\_\_

**BUSINESS PHONE:** \_\_\_\_\_

**BUSINESS CONTACT AND PHONE NUMBER:** \_\_\_\_\_

**CONTACT NAME/SIGNATURE:** \_\_\_\_\_





Burien/Normandy Park/KCFD#2  
[FMO@BurienFire.org](mailto:FMO@BurienFire.org), Phone: 206-209-4119



Enumclaw Fire Department/KCFD#28  
[FireMarshal@Enumclawfire.org](mailto:FireMarshal@Enumclawfire.org)



King County Fire Marshal's Office [FireMarshal@KingCounty.gov](mailto:FireMarshal@KingCounty.gov)



Mountain View Fire & Rescue/KCFD#44  
[Pkramlich@KCFD44.org](mailto:Pkramlich@KCFD44.org), Phone: 253-735-0284, 253-569-4211



Port of Seattle  
[Fire@PortSeattle.org](mailto:Fire@PortSeattle.org)



Puget Sound Regional Fire Authority  
[FirePrevention@PugetSoundFire.org](mailto:FirePrevention@PugetSoundFire.org), Phone: 253-856-4444



Renton Regional Fire Authority  
[FireMarshal@RentonRFA.org](mailto:FireMarshal@RentonRFA.org)



South King Fire & Rescue  
[Prevention.Division@SouthKingFire.org](mailto:Prevention.Division@SouthKingFire.org), Phone: 253-946-7348



Skyway/KCFD#20  
[Admin@KCFD20.org](mailto:Admin@KCFD20.org), Phone: 206-772-1430



Tukwila Fire Department  
[FireMarshal@TukwilaWA.gov](mailto:FireMarshal@TukwilaWA.gov)



Valley Regional Fire Authority  
[Fire.Marshal@VRFA.org](mailto:Fire.Marshal@VRFA.org), Phone: 253-261-3616



Vashon Island Fire & Rescue  
[Administration@vifr.org](mailto:Administration@vifr.org), Phone: 206-463-2405

# KING COUNTY ZONE 3 FIRE WATCH FORM



INCIDENT CASE# \_\_\_\_\_ INCIDENT DATE: \_\_\_\_\_



Fire protection system maintenance and operation is the responsibility of the property owner or manager. Implementation of the fire watch and system repairs is the responsibility of the owner.



Due to the inoperative fire protection system(s) in your facility, you are required to provide a Fire Watch.



**Email paperwork to verify the completion of repair work and/or the restoration of system monitoring. The Fire Watch shall be maintained until the system(s) are operational as determined by the Fire Prevention Bureau.**



The Fire Watch is required 24 hours a day. Designated employees may serve as the Fire Watch during business hours and while performing their regular job. Fire Watch personnel must be aware of, and accept, the duties of the Fire Watch.



After hours Fire Watch personnel must be on location and must patrol the building following the close of business. At the interval checked below they must record the results.

30 minutes-occupied structure

Other \_\_\_\_\_



**SYSTEM OUT OF SERVICE:**

Sprinkler     Fire Alarm     Monitoring     Other Suppression     Other



TIME	AREA(S) TOURED & CHECKED	CONDITIONS FOUND	FIRE WATCH INITIALS



Burien/Normandy Park/KCFD#2  
[FMO@BurienFire.org](mailto:FMO@BurienFire.org), Phone: 206-209-4119



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Vashon Island Fire & Rescue  
[Administration@vifr.org](mailto:Administration@vifr.org), Phone: 206-463-2405



# KING COUNTY ZONE 3 FIRE WATCH LOG



SYSTEM OUT OF SERVICE:



Sprinkler  Fire Alarm  Monitoring  Other Suppression  Other



TIME	AREA(S) TOURED & CHECKED	CONDITIONS FOUND	FIRE WATCH INITIALS



When the repair work and/or the restoration of system is complete, email documentation verifying that the system is operational to the identified Fire Marshal's Office. Duplicate as necessary

Agency Copy – White Site Copy - Yellow