



Lancaster General Hospital
Fire Watch Checklist and Log



Project/Department: _____ **List Fire Watch Area(s)** _____

Name of Building: LGH WBH SP Other: _____

Reason(s) for Fire Watch (indicate all that apply below):

- | | |
|--|--|
| <input type="checkbox"/> Hot Work | <input type="checkbox"/> Sprinkler System Impairment |
| <input type="checkbox"/> Fire Alarm System Impairment: | _____ Regular maintenance |
| _____ Regular maintenance | _____ Inspection |
| _____ Inspection | _____ Renovation/demolition work |
| _____ Renovation/demolition work | _____ Other (explain) |
| _____ Other (explain) | |

Ensure the following Conditions (where applicable): (1) Exits, corridors, & stair towers are free from obstructions; (2) Fire extinguishers are easily accessible & in the immediate area of hot work; (3) Fire watch continues at least 30 minutes after hot work is completed (if applicable); (4) Hot work permit current and accessible (if applicable); (5) Temporary partitions are smoke tight and made of limited combustibile materials; (6) Area surveyed for combustibile and flammable materials. **Scan completed sheets to the LGH Safety Department; denise.parke@penntedicine.upenn.edu**

EACH AREA MUST BE CHECKED HOURLY AND DOCUMENTED BELOW

Date mm/dd/yyyy	Time	Name of Person Conducting Watch	Comply with applicable conditions listed above?	
			YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO
	am/pm		YES	NO

- Fire watch procedure:
- Patrol the designated area and include corridors, hallways, lobbies, stairwells, lounges, and other common areas in the vicinity of the designated area. Document the completion of each round above.
 - Enter all stairwells - open doors and look into each stairwell.
 - Enter all common areas including basement, lounges, laundry room, and dining areas.
 - Look for observable signs of smoke and/or fire.

- At first sign of smoke or fire, Fire Watch personnel must:
- Pull the nearest fire alarm pull station. Nearest active pull station location: _____
 - If fire alarm horns are not working, notify building occupants in the immediate area by shouting "Condition Red".
 - Call the emergency number: LGH 77911 SP 43911 WBH 82911 Satellites 911
 - Do not put yourself in jeopardy. If you suspect smoke and/or fire, pull the fire alarm and call the emergency number as quickly as possible.