



**Fire Marshal's Office 1**  
 Community Dr  
 Horseshoe Bay, TX 78657  
 Office (830) 598-6953

## Fire Watch Checklist

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

✓ Please check the following:

Fire Watch Guidelines	YES	No	N/A	Comments
<b>* Sole duties are Fire Watch only</b>				
<b>* Person on Fire Watch has means of reporting fire</b>				
<b>* Absolutely No Smoking allowed on premises during the period of fire watch</b>				
Rounds at least every 30 minutes				
Outside doors closed				
Fire doors closed				
Skylights/roof hatches closed				
All Fire Protection equipment in place and unobstructed				
Motors or Machines not required to run are turned off.				
Aisles are clear				
All unsecured rooms checked for possible ignition sources				
Flammable and Combustible materials properly stored.				
All sprinkler valves open and sealed, with gauges indication proper pressures.				
Areas check to determine if heating and air conditioning is working properly.				
Water faucets and air valves checked for leaks				
Pay particular attention to the areas under construction				

**\*The individual assigned to fire watch shall have no other duties than fire watch.\***

In the event of a fire:

- Sound the alarm
- Report fire to 911
- Go to aid if possible
- Control Pedestrian and vehicular traffic
- Facilitate access by Fire Department Vehicles

**Code: 2015IFC Section 901.7**

**Inspection Date & Times:**

Date	Time	Date	Time

This form must be presented whenever requested to fire personnel. Occupancy is subject to spot inspections by Authority Having Jurisdiction. If Fire Watch is not in compliance, a penalty up to two thousand dollars (\$2,000) per day may be enforced.