

# FIRE MARSHAL'S OFFICE



# San Mateo County Fire Department

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## Standard Detail and Specification Manual

<b>Section:</b> Fire Protection Equipment	<b>Title:</b> Fire Watch Requirements
<b>Effective:</b> January 1, 2026	<b>Revised:</b> November 30, 2025
<b>Number:</b> CFS-08	<b>Authorized By:</b> Patrick Griffin, Fire Marshal

### **PURPOSE:**

Fire watch requirements apply whenever a building or premises presents a hazard to life or property as the result of a fire or other emergency, or when it is determined that any fire protection or life safety equipment (e.g. fire sprinkler system down due to a broken main, fire alarm out of service, etc.) is inoperable, defective, inadequate, has been taken out of service, is not approved, or when deemed necessary by the Fire Department.

Fire Watch operations shall comply with the following code requirements:

- 2025 San Mateo County Fire Code Ordinance
- 2025 California Fire Code Sections 403.11.1, 901.7, 3303.5, 3304, 3504.2

### **RESPONSIBILITY FOR INSTRUCTION: Required by the San Mateo County Fire Department**

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

- The procedure for notifying the Fire Department.
- The area(s) to be patrolled.
- A method of alerting building occupants and an evacuation procedure.
- Training necessary to ensure Fire Watch personnel are capable of reactivating disabled fire alarm/sprinkler systems when required.
- Any special instructions required by the Fire Marshal.

### **FIRE WATCH PROCEDURES:**

- An inspection of the entire building must be conducted by a responsible occupant at least once every half hour or as directed by the Fire Marshal.

- The person responsible for the fire watch must always be continuously awake in a public area of the building during their shift, and shall have no other duties besides the fire watch.
- A written log of the fire watch shall be maintained. The log shall include the date, time, status of alarm, and legible signature of the person performing the watch. The log may be picked up by a Fire Marshal when the alarm is restored.
- The fire watch shall be continuous, night and day, until the alarm is repaired.
- Continue the fire watch until it is cancelled by the San Mateo County Fire Department Fire Marshal.

**LOGBOOK:**

- The owner, manager, or person in charge of the premises shall provide a logbook which contains a directory of names, telephone numbers and other information to assist in making emergency calls. The logbook shall be the official document used to record a history of patrol rounds including name(s), dates, and times. An example log sheet is included at the back of this document.
- The logbook shall be maintained on the premises and be available for inspection by the Fire Marshal.

