



Fire Watch Log

Name of Building/Business: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact person(s) conducting the Fire Watch:

Please Print

Phone number: _____ Fire Watch Date: _____

Unoccupied building Occupied building

The owner/occupant shall walk an unoccupied building once every 30 minutes and an occupied building once every hour. All areas shall be checked for any sign of smoke or fire until the fire alarm system is repaired by the alarm company and/or the fire sprinkler system is back in service. The Fire Watch Log shall be maintained for review by the Fire Marshal or Fire Chief.

If the building owner /operator cannot provide a Fire Watch, the Excelsior Fire District will do the Fire Watch for a fee of \$25.00 per hour.

X _____
Signature of building owner or representative

Time	Area/Floor	Findings	Initial

Note: Any signs of smoke or fire call 9-1-1

If you have any questions or concerns:
Fire Marshal, Kellie Murphy Ringate: 952-960-1692
Fire Chief, Curt Mackey: 952-960-1650

