

# GOODYEAR FIRE DEPARTMENT

## Fire Prevention

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### Fire Watch Application

Complete this application and return it to the Fire Prevention Division to place in the building records. Written procedures are provided with the Fire Watch.

Building/Occupancy Name: \_\_\_\_\_

Building/Occupancy Address: \_\_\_\_\_

Reason for Request: \_\_\_\_\_ Date: \_\_\_\_\_

To what extent are the fire protection features or systems inoperative?  
\_\_\_\_\_

When do you expect to have the affected fire protection features or systems fully operational?  
\_\_\_\_\_

Who is providing the work to bring the fire protection features or systems into compliance?  
\_\_\_\_\_

Insurance Carrier Name: \_\_\_\_\_

Insurance Carrier Policy Number: \_\_\_\_\_

Insurance Carrier Telephone Number: \_\_\_\_\_

Who is performing the Fire Watch?  
\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Have all hazardous materials been reduced or eliminated from the building?      Y       N

Have all hazardous operations in the building ceased?      Y       N

Requester's Name: \_\_\_\_\_

Requester's Telephone Number: \_\_\_\_\_ Requester's Fax: \_\_\_\_\_

Requester's Email: \_\_\_\_\_



## **Application Guidelines for Use of a Fire Watch**

The *International Fire Code* (IFC) requires that the fire service features, building systems, protective openings, and automatic systems for a building or premises be maintained and operational during the life of the building or premises. When any of these required features and/or systems becomes inoperative because of construction, accident, renovations, maintenance issues, or failure, a Fire Watch will be required to be provided until such times that the required features and/or systems are returned to an approved operational condition. Every effort shall be made by the owner of the building and/or premises to return the non-functioning features and/or systems to an operational **and** code conforming status as soon as possible.

A written request shall be forwarded to the Fire Marshal's office, at [DL-FD-Inspections@goodyearaz.gov](mailto:DL-FD-Inspections@goodyearaz.gov), to record the use of a Fire Watch. A Fire Watch application is to be completed and returned for review that details the nature of the failure, the time line for repairs and the responsible parties.

The following are the minimum requirements that must be met at the time of requesting a Fire Watch.

1. Determine the extent and duration of the impairment.
  - a. To what extent are the features or systems inoperative?
  - b. When do you expect to have the features or systems fully operational?
  - c. Who is providing the work to bring the features or systems into compliance?
2. The area and/or building must be inspected and any increased risks determined.
3. The following organizations must be notified in writing, in addition to the Fire Department, with the Fire Watch application:
  - a. Insurance company.
  - b. The alarm monitoring company.
  - c. The building owner.
4. All supervisors in the affected building/area must be notified that a Fire Watch is in effect.
5. All fire lanes and exits shall be maintained in an unobstructed and usable condition.
6. The following hazards, which if are part of the normal occupancy of the building, shall be reduced and/or eliminated during the time of the Fire Watch:
  - a. Flammable and combustible liquids (cleaning materials, paints, copier and printing chemicals, etc.) shall be removed from storage rooms, janitor closets and all other spaces.
  - b. Smoking shall not be permitted in any area.

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7. Fire Watch personnel shall be employed or contracted by the building owner.
8. **Fire Watch personnel shall have no other functions.**
9. Fire Watch personnel shall be equipped with communication equipment that allows full time communication with a central control point (security or main office, etc.) or 911.
10. A written log shall be maintained that details the start and end times of each complete inspection of the building. Inspections shall be conducted in 45-minute intervals.
11. Fire Watch personnel shall be given printed instructions (approved by the Fire Marshal), and a training session prior to their deployment.
12. Fire Watch personnel shall be directly supervised by the building owner or their designee or other supervisory individuals with the authority to properly supervise the Fire Watch personnel. Back-up supervision shall be provided as required by the Fire Marshal.
13. Other staff within buildings, subject to the Fire Watch procedures, shall be notified of the Fire Watch procedures.

If you have any questions or require any additional information, please contact us at [DL-FD-Inspections@goodyearaz.gov](mailto:DL-FD-Inspections@goodyearaz.gov) or call (623)932-2300.