



**SACRAMENTO FIRE DEPARTMENT
FIRE PREVENTION DIVISION**

Notification of Fire Watch

In accordance with Sacramento Municipal Code 15.36.2501, Subsection 2501.20, a fire watch is required by the fire marshal of your business and/or building.

When required by the fire marshal, fire watch personnel may consist of qualified persons from an independent company, or such persons as approved by the fire marshal, for fire watch duty. Fire watch persons and companies conducting a fire watch shall comply with the following:

1. All fire watch personnel shall be in the employ of a state bonded and insured security service or shall be approved by the fire marshal.
2. All fire watch personnel shall be subject to the orders of the fire marshal or his authorized agent at all times when so employed.
3. Fire watch personnel shall not be required or permitted to perform any other duties.
4. An hourly patrol of all floors and common areas, keeping diligent watch for fires, shall be conducted.
5. Fire watch personnel shall keep a formal written log which notes patrols and reportable information in chronological order. Each log sheet shall cover a 24 hour period, shall be signed and then faxed (**916-808-1677**) or transmitted by other means to the fire marshal. The information contained in the report or log shall indicate the patrol route, time and general observation including any life safety violations.
6. Means shall be immediately available to fire watch personnel to accomplish notification of all occupants in the event of emergency and to summon the fire department upon discovery of a fire or emergency.

Fire watch shall "Only" be terminated in writing at the fire marshal's discretion. **All faxed or transmitted information shall be in letterhead format with contact information available.**

If you have any questions concerning this order, please call 916-808-1362.