MSU FIRE WATCH LOG SHEET

This Fire Watch Log Sheet(s) is to be maintained at the facility until the re-establishment of fire alarm service; at which time this sheet is to be submitted to Holly Niehoff at the Office of Environmental Health & Safety. The log must be available to the Morehead Fire Department at all times during the fire watch and include the following information:

1. Times that the periodic patrol was completed (include your start and end of shift).
2. Name of the person conducting the fire watch.
3. Record of any communication(s) to the Fire Department.
4. Note any hazardous conditions found.

Building/Facility Name:
Building Supervisor Name & phone:

Date and Time	Watch Person	Comments