

# City of Port Jervis, New York



Bureau of Fire prevention  
PO Box 1002  
20 Hammond Street  
Port Jervis NY 12771  
Email: [fireinspector@portjervisny.gov](mailto:fireinspector@portjervisny.gov)

Robert Brady  
Fire Inspector

(845) 858-4020  
Fax # (845) 858-4098  
[www.portjervisny.org](http://www.portjervisny.org)

## FIRE WATCH FORM

You are hereby required to post a fire-watch as per section 901.7 of the International Fire Code

Date Issued: \_\_\_\_\_  
Building/Business Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Address: \_\_\_\_\_  
Supervisors Name: \_\_\_\_\_  
Alarm/Sprinkler Company: \_\_\_\_\_  
Reason for OOS: \_\_\_\_\_

This log must be kept on premises at all times and be available upon request by Fire Code Official.  
System out of service

Where a required fire protection system is out of service, the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shut down until the fire protection system has been returned to service. Where utilized, fire watches shall be provided with at least one approved means of notification of the fire department and their only duty shall to perform constant patrols of the protected premises.

This structure has been placed on fire watch due to a recognized failure in the fire alarm system. The fire department representative or fire code official has made the judgement that the system is unreliable in it's present state. The following procedure must be observed during the duration of the fire watch.

1. The alarm system must be serviced by a qualified personnel prior to being returned to service.
2. A walk-through of the building(s) covered by the alarm system must be conducted each hour and documented on the fire watch log for until the system is returned to service.
3. Mail or Fax this completed fire watch log and your fire alarm work order showing any corrections made to:

Bureau of Fire Prevention  
Attn: Fire inspector  
20 Hammond St.  
Port Jervis, NY 12771  
Fax: 845-858-4098

Within 7 days of the system being returned to service. Failure to notify the bureau of fire prevention will result in a non-compliance notice being issued to your business. If your system is out of service for longer than one continuous month, this form shall be faxed on the first business day of the following month.

MM/DD/YY \_\_\_\_\_ TIME \_\_\_\_\_ INITIALS \_\_\_\_\_

