



City of Englewood Fire Marshal's Office  
 3615 South Elati Street  
 Englewood, Colorado 80113

**CITY OF ENGLEWOOD FIRE WATCH  
 INSPECTION CHECKLIST FOR PERSONNEL DESIGNATED FIRE WATCH RESPONSIBILITY:**

This Checklist is to be used for inspections conducted by **FIRE WATCH** personnel patrolling for fire hazards. The inspection form is designed to prompt the inspector to observe the conditions listed and respond in the "yes" column if everything is in order. Any "no" answer should be accompanied by an explanation in the "comments" column (to assist in identifying and correcting the problem). This form should be completed at the end of the work shift and maintained with the Fire Watch files. Items which need immediate correction should be reported and/or corrected immediately. Use of this form should not in any way delay sounding the Fire Alarm or starting an appropriate response to an emergency situation.

Building Name: \_\_\_\_\_

Building Address: \_\_\_\_\_

EMAIL A COPY OF THIS REPORT TO THE CITY OF ENGLEWOOD FIRE MARSHAL'S OFFICE AT: [LHERBLAN@ENGLEWOODGOV.ORG](mailto:LHERBLAN@ENGLEWOODGOV.ORG)

Item	YES	NO*	Description	Comments  (Be Specific!)**
1			Are corridors and exits free and clear of all obstructions, with room furniture arranged to provide easy access to the exit?	
2			Are exit doors in good working order (no sticking, etc.)? Will fire doors and exit doors close and latch completely?	
3			Are exits properly marked and illuminated? Are passageways adequately illuminated with all bulbs working?	
4			Are all fire extinguishers in place and charged?	
5			Are fire evacuation plans posted throughout and in good condition?	
6			Are all doors on labs, storage areas, kitchens, and equipment rooms kept closed	
7			If the building is sprinklered, is the sprinkler head clearance of 18" maintained (nothing stacked, installed or stored within 18 inches of the heads)?	
8			Are all electrical cords and extension cords are in good shape with no fraying, swelling, splicing or patches? Are they routed so as to avoid tripping hazards or damage to the cords? Are they uses as allowed by the Fire Code?	
9			Do electrical junction boxes, switches, and receptacle boxes have covers that are closed tightly?	
10			Are emergency phone numbers posted in appropriate locations?	
11			Are maintenance closets, equipment rooms, and stairwells free of general storage? Are flammables, other than small quantities for research, instruction or maintenance activities, stored in fire rated cabinets or approved storage rooms or cabinets?	
12			Housekeeping at time of inspection adequate? Are areas clear of debris and combustibles?	
13			Floors in corridors or exit paths in good condition with no obstructions or other tripping hazards?	

**OTHER CONDITIONS THAT REQUIRE ATTENTION:**

\* "NO" answers must be accompanied by comments that explain corrective action needed.

\*\* Specific location, room #, equipment number, etc.

Report completed by: \_\_\_\_\_

Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Shift: \_\_\_\_\_

(Print name)Routing instructions: \_\_\_\_\_

Turn this form in to your supervisor or the building coordinator. If a Fire Watch log is being kept for the fire watch, you also must sign the log.