



CITY OF RICHMOND
DEPARTMENT OF FIRE & EMERGENCY SERVICES
FIRE PREVENTION DIVISION
1904 N. HAMILTON STREET
RICHMOND, VIRGINIA 23230-4102
Phone: (804) 646-6640 Fax: (804) 646-7465
<https://www.rva.gov/fire-emergency-services/prevention>



Fire Watch Notification

Until your sprinkler system and/or alarm system has been fully restored to its original level of protection, you are hereby required to establish and maintain a fire watch, 24 hours per day, 7 days a week, in accordance with the following requirements:

- The fire watch shall be staffed at all times by individual(s) with no additional duties. Their sole responsibility is to monitor for signs of smoke or fire. Upon discovery, the fire watch individual must immediately alert building occupants to begin evacuation and call 911. During the impairment, the fire watch individual serves as the building's fire alarm system.
- The fire watch designee must conduct patrols of the entire building, covering all areas and floors from the highest level to the lowest, checking for any signs of smoke or fire.
- If the fire alarm system is operational, it must remain in service. The assigned fire watch individual shall immediately investigate all alarms and respond appropriately.
- The official Richmond Fire Department Fire Watch Log must be used and completed in full, following all guidelines and instructions. Also, all requirements for conducting a fire watch must be strictly adhered to. They both can be found at www.rva.gov/fire-emergency-services/prevention.
- A representative from the Fire Marshal's Office may visit at any time, day, or night, to verify that the fire watch is in place and being properly maintained.

Notification Upon Restoration

Once your system has been placed back in service, you are required to notify the following:

- **Richmond Fire Marshal's Office** at 804-646-6640
- **Department of Emergency Communications** at 804-646-5106

Failure to comply with any of these requirements may result in enforcement action.

Date: _____ Reason for Fire Watch: _____

Property address: _____

Received by: _____
(Print) (Signature) (Title)

Main number: _____ Alternate number: _____

Department Use Only.....

Officer in Charge: _____
(Print) (Signature) (Company)