

City of Greenville, North Carolina
Life Safety Services

Fire Code Information Sheet



Fire Watch Requirements

Fire Watch Duties:

The City of Greenville Fire Marshal or designee may require a building owner to provide a fire watch if a fire protection system fails, if there are an excessive number of accidental activations or nuisance alarms, or a special circumstance or event. Personnel to conduct the fire watch are determined by the building owner.

Definition of a Fire Watch

The assignment of a person or persons to an area for the express purpose of notifying the fire department and/or building occupants of an emergency, preventing a fire from occurring, extinguishing small fires, or protecting the public from fire or life safety dangers.

Owner Responsibilities:

- Establish, instruct and maintain fire watch personnel.
- Notify the fire alarm monitoring company.
- Contact a licensed and qualified contractor to fix the fire protection system.
- Notify GFR when the system is working again by (252) 329-4416 or bbeddard@greenvillenc.gov and cancel the fire watch.

Personnel serving as fire watch must have the following duties:

- Conduct periodic patrols of the entire facility as specified.
- Identify any fire, life or property hazards.
- Call 911 if a fire is discovered.
- Notify occupants of the facility of the need to evacuate. If the sirens or public address function of the system are still working, use them to assist with evacuation.

Frequency of Patrol:

Fire watch personnel should patrol the entire facility every 15 minutes in the following situations:

- The facility has people sleeping.
- The facility is an institutional occupancy.
- The facility is occupied assembly occupancy.
Facilities that do not meet these requirements should have a fire watch patrol every 30 minutes.

Record Keeping:

A fire watch log should be maintained at the facility and emailed to the Fire Marshal daily at bbeddard@greenvillenc.gov.

Fire Watch Log

Name of Location:		Address:
Time	Name	Notes

