THE GUARD ALLIANCE
SECURITY & FIRE WATCH SERVICES · NATIONWIDE

SAMPLE

Fire Watch Log

To be completed by the on-site officer

SHIFT DATE: 05/19/2026

SHIFT TIME: 7:00 AM to 3:00 PM

FIRE WATCH OFFICER: Marcus Reed

SITE: Sample apartment community · Kansas City, MO

REASON FOR FIRE WATCH: Sprinkler system impaired after storm (5/18). Out of service pending repair.

PATROL LOG

TIME	OBSERVATIONS
7:04 AM	Shift start. Walked Bldgs A–D, all floors & stairwells. No smoke or fire. Sprinklers still out of service.
8:02 AM	Riser room checked, impairment tag on valve. Extinguishers in place on every floor.
8:57 AM	Full patrol A–D. Fire alarm panel shows normal. All exits clear.
10:06 AM	Bldg C stairwell door propped open w/ wedge. Removed wedge, door closed & latched. Told leasing office.
11:01 AM	Full patrol. Bldg C stairwell door still closed. No hazards.
11:58 AM	Checked laundry rooms & trash enclosure. No heat sources or odors.
1:03 PM	Sprinkler contractor on site at riser room. Full patrol, all clear.
2:52 PM	Final round. Repairs in progress, system not restored. Watch continues, relieved by next officer.

I certify that the patrols and observations recorded above are accurate and were personally conducted by me during this shift.

OFFICER NAME (PRINT)	SIGNATURE	DATE
Marcus Reed	Marcus Reed	05/19/2026