



City of Bothell™

Fire Watch Requirements Sheet

Occupancy Name: _____

Address (including suite numbers): _____

Date(s) Fire Watch to occur: _____ Time(s): _____

Fire Watch Responsible Party: _____ Phone: _____

Appropriate Fire Watch Responsible Party:

- An employee who ONLY has the responsibility of performing the fire watch, and no other duties than those herein specified.
- Hire a guard through a company that is familiar with how to conduct a fire watch.

Requirement Checklist:

- Notify 911 if a fire is detected.**
- This form is to be submitted at least 24 hours prior to the Fire Prevention office at 18415 101st Ave NE, Bothell, WA 98011 or emailed to crr@bothellwa.gov.
- Know the location of the fire extinguishers throughout the affected space(s) and how to correctly discharge an extinguisher.
- Know where telephones are located and have quick access to communicate.
- Have keys or other access system devices to all areas affected as well as exterior gates.
- Walk around the exterior of the affected building(s), the entire interior including all floors every 30 minutes, maintaining diligent watch for evidence of fire.
- Document each 30 minute walk on the Fire Watch Log.
- When the Fire watch has concluded, submit this form to the Fire Prevention office at 18415 101st Ave NE, Bothell, WA 98011 or email to crr@bothellwa.gov.

By signing below, I take responsibility for conducting the Fire Watch as specified above.

Signature

Date

City of Bothell Fire Department
Fire Prevention/CRR
18415 – 101st Ave NE
Bothell, WA 98011
425.806.6250
www.bothellwa.gov