CHULA VISTA FIRE DEPARTMENT

FIRE PREVENTION DIVISION

FIRE PROTECTION SYSTEM: OUT OF SERVICE NOTICE

- Out of Service Date: _____
- Business/Property Name: _____

B/P Address: _____

B/P Phone: _____ B/P Email: _____

- Owner/Property Management: _____

O/PM Address: _____

O/PM Phone: _____ O/PM Email: _____

The fire protection system(s) listed/marked below are currently out of service. The responsible party shall see that they are returned to service immediately. System(s) to be restored by a qualified/licensed contractor.

☐ **Fire Sprinkler System** ☐ **Kitchen Hood Extinguishing System** ☐ **Standpipe System**

☐ **Fire Alarm System** ☐ **Fixed Fire Protection (Spray booths, etc.)** ☐ **Private Fire Hydrant(s)**

☐ **Other:** _____

The responsible party shall also notify occupants of all affected spaces that the fire sprinkler system, fire alarm system, or any other fire protection system(s) are out of service. This will provide them with the opportunity to arrange for protection of their property until fire protection system(s) can be restored.

☐ **You shall provide a "Fire Watch" until system(s) are back in service.**

Access the Fire Watch Policy/Log online by visiting www.chulavistaca.gov/goto/fireprevention and clicking the forms and details link.

Immediately notify the Chula Vista Fire Prevention Division at (619) 691-5029 when systems(s) is/are back in service or email fireprevention@chulavistaca.gov.

- RESPONSIBLE PARTY:

Name: _____ Phone: _____

Email: _____

- RESPONSIBLE PARTY NOT AVAILABLE. Out of Service notice was posted/left at the following location:

_____

- ISSUING CVFD OFFICER NAME: _____ ID#:_____

EMAIL FORM

Section: 29 - Fire Prevention Division - Inspections	Subject: Fire Watch	OPS: 2940.00
Page: 1 of 2	Origin Date: 07/28/04	Revision Date:

PURPOSE

To provide fire watch requirements for an owner or responsible party when adequate fire alarm or fire sprinkler systems are not operational.

SCOPE

This policy applies to all facilities in which the Chula Vista Fire Department has fire prevention authority.

FIRE WATCH POLICY

Fire watch personnel must inspect the entire building and/or area at least once per 30 minutes.

Fire watch personnel must have access to one approved means of communications, know the exact address of the property, and how to report a fire or other emergency condition by calling 9-1-1.

Fire watch personnel will not be permitted, while on duty, to perform any other duties.

Fire watch personnel must not be impaired and shall remain awake and alert at all times while on fire watch duty.

Fire watch personnel will keep a log of fire watch-related activities. On a daily basis, the log must be either faxed to (619) 691-5204 or delivered to the City of Chula Vista Fire Marshal at 276 Fourth Avenue, Building C at the Fire Admin office.

FIRE WATCH LOG

CHULA VISTA FIRE DEPARTMENT FIRE PREVENTION DIVISION

Location: _____ Building Name: _____

Date of Fire Watch Activation: _____ Time of Activation: _____

Date of Fire Watch Deactivation: _____ Time of Deactivation: _____

Reason for Fire Watch: _____

Fire Watch Issuing Officer (CVFD): _____

FIRE WATCH PERSONNEL

Name: _____ Phone: _____

Employer: _____ Phone: _____

Employer Address: _____

Tour Time*	Initial	Status/ Problems Encountered	Correction Made

***NOTE: Tours must be made every 30 minutes.**

Name: **Signature:** **Date:**

CHULA VISTA FIRE DEPARTMENT • Fire Prevention Division • 276 Fourth Avenue, Building 300, Suite B-143 • Chula Vista, CA 91910
(619) 691-5029 • fax (619) 691-5204 • www.chulavistaca.gov/goto/FirePrevention