



Fire Marshal's Office

Cheyenne Fire Rescue

Office: 415 W. 18th Street
Mailing Address: 2101 O'Neil Avenue
Cheyenne, WY 82001

www.cheyennefire.org

cfrprevention@cheyennecity.org



Department Policy 801.01

Fire Watch

FIRE WATCH ACKNOWLEDGEMENT FORM

Fire Watch Required By:	Time:	Date:
Person Responsible for Fire Watch:	Title:	
Phone Number:		
Business Name:	Business Phone Number:	
Building Address:		
Owner's Name:	Owner's Phone Number:	
Name (Print)	Signature	
Upon completion of this form, return to the Fire Department Officer requiring Fire Watch, or email it to cfrprevention@cheyennecity.org . Any questions, please call: 307-637-6311.		



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Fire Watch

This information is provided to clarify the requirements for a fire watch. A fire watch is the action of an on-site person whose sole duty is to watch for the occurrence of fire.

Fire Watch Requirements

If a fire protection system fails, or there are an excessive number of accidental activations or nuisance alarms, a building owner (or their representative) may be required by the Fire Department to provide a fire watch until the system is repaired. Personnel to conduct the fire watch are determined by the building owner. **Note:** A professional security company is not required. A fire watch is also required whenever fire protection systems are in trouble mode or a supervisory mode for more than eight hours. A nuisance alarm is defined as “any alarm caused by mechanical failure, malfunction, improper installation, or lack of proper maintenance, or any alarm activated by a cause that can not be determined.” (NFPA 72)

Owner Responsibilities

- a) Establish, instruct, and maintain fire watch personnel.
- b) Notify the monitoring company.
- c) Notify Cheyenne Fire Rescue that the system is not working and when the system has been repaired. To do this call 307-637-6311.
- d) Contact the repair company to fix the fire protection system(s).
- e) If a Notice of Violation has been written, contact the Cheyenne Fire Rescue Prevention Officer at: 307-631-6311.
- f) E-mail: cfrprevention@cheyennecity.org when the system has been repaired.

Fire Watch Duties

Personnel serving as a fire watch have the following duties:

- a) Have at least one means of direct communication to dial 9-1-1 in the event of an emergency.
- b) Notify all occupants of the fire protection system impairment, the ongoing fire watch, and instruct them to dial 911 immediately in the event of an emergency and evacuate the building.
- c) Conduct periodic patrols of the entire facility as specified in paragraph 5.
- d) Identify any fire or other life safety emergencies.

- e) Call 9-1-1 with the address and type of emergency if a fire or life safety situation is discovered.
- f) If a fire or other life safety emergency is discovered, notify the occupants of the situation and the need to evacuate. If the fire alarm or the public address system is still functional, use them to assist with evacuation of the building.

Frequency of Inspections

Fire watch personnel shall patrol the entire facility every 30 minutes if one or more of the following situations exist:

- a) The facility has people sleeping.
- b) The facility is a residential occupancy.
- c) The facility is an institutional occupancy.
- d) The facility is an occupied assembly occupancy.
- e) The facility is an occupied educational occupancy.

Occupancies that do not meet the requirements for a 30-minute patrol frequency shall have a fire watch patrol every hour.

Record Keeping

A fire watch log shall be maintained at the facility. The log must always be available to Cheyenne Fire Rescue personnel during the fire watch and provided for CFR Records at the completion of fire watch. The log should show the following:

- a) Address of the facility.
- b) Times the patrol has completed each tour of the facility.
- c) Name of the person conducting the fire watch.
- d) Record of communication(s) to the Fire Department, monitoring company, and other information as directed by the Fire Department Personnel.

Cancellation of Fire Watch

It is the owner's responsibility to contact the Fire Marshal's Office when the system has been restored. Once the fire watch has been cancelled, the owner or representative must notify the monitoring company, Cheyenne Fire Rescue and the Fire Prevention Officer. The Fire Prevention Bureau (Fire Marshal's Office) number is 307-637-6311.

For additional information about fire protection systems or confidence testing of systems, contact Cheyenne Fire Rescue: 307-637-6311.

References

Fire Safety During Construction and Demolition - Chapter 33 2024 International Fire Code

The International Fire Code 901.7

Systems Out of Service NFPA 72

This and other Cheyenne Fire Rescue information can be found at the Department's Website at www.cheyennefire.org.

Revised 1/29/2026

Business Name:

Address:

Fire Watch Mgr.:

Number:

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