



**Township of Maple Shade  
Fire Department**

**Office of the Fire Marshal**

200 Stiles Avenue  
Maple Shade, NJ 08052  
856-779-9610

**Fire Watch Instructions**

1. In accordance with the International Fire Code 2015, New Jersey Edition, a fire watch shall be provided:

*“Where a required fire protection system, is out of service, the fire department and the fire code official shall be notified immediately, and where the fire code official determines that an imminent hazard exist pursuant to N.J.A.C. 5:70-2.16, the building shall either be evacuated\in accordance with N.J.A.C 5:70-2.17 or an approved fire watch shall be provided until the fire protection system has been returned to service” (901.7 Systems out of Service)*

2. One or more employee(s) or person(s) responsible for the property shall be assigned to fire watch.
3. This person(s) will patrol the property on a fifteen (15) minute rotational basis and look for signs of smoke or fire.
4. This person(s) will have cellular phone handy or an outside two-way communication device and report any signs of smoke or fire by immediately dialing 911.
5. This person(s) shall initiate the building evacuation prior to calling 911.
6. Upon completion of each fire watch rotation, this person will complete the attached fire watch log.
7. Upon restoration of the fire protection system, the fire watch log will be faxed to the Office of the Fire Marshal at 856-799-2524 or emailed to your assigned inspector.

