

## Administrative Policy

1. When a required fire alarm system or sprinkler system is out of service for more than four hours in a twenty four hour period, the fire department shall be notified, and the facility will be put on fire watch until the system has been returned to service.
  
2. The fire watch shall consist of a staff person walking through the facility on an hourly basis. They will visually check all rooms for any signs of smoke or fire hazards. The hourly fire watch will continue until the fire system is returned to service.

Adopted: February 2008