

MONTHLY FIRE EXTINGUISHER INSPECTION PROCEDURE



Under **NFPA 10**, the following items shall be checked and documented, each month, on all portable fire extinguishers at the facility. If there is a fire extinguisher on site that does not pass the monthly inspection, please notify the utilities supervisor immediately.

- Mounted in an easily accessible place, no debris or material stacked in front of it.
- Safety pin is in place and intact. Nothing else should be used in place of the pin.
- Anti-tamper (plastic) seal is not missing or broken?
- Label is clear and extinguisher type and instructions can be read easily (legible) and are facing outward.
- Is hung on a bracket? Positioned at a height between 3 and 5 ft.?
- Handle is intact and not bent or broken.
- No obvious signs of physical damage, corrosion, leakage, or clogged nozzle.
- Pressure gauge is in the green and is not damaged or showing “recharge”.
- Discharge hoses/nozzle is in good shape and not clogged, cracked, or broken and is screwed in tightly.
- Fullness (confirmed by lifting)? Extinguisher was turned upside down at least three times (shaken).
- Unaltered one-piece verification service collar label. Note: new extinguishers do not have a collar.
- Is the service company tag attached, signed, and dated (annually)? Is the monthly inspection on the reverse side, signed and dated on a monthly basis?
- The location of the extinguisher is easily identifiable (signs). Are the signs placed at a height high enough that it can be seen over people’s heads?
- Verify the location by checking against the annual report.

