

## FIRE EXTINGUISHER CHECKLIST

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **Fire Extinguisher Location:** \_\_\_\_\_

**Employee(s):** \_\_\_\_\_

### REGULARLY/MONTHLY

- Fire extinguisher present in its designated location
- Fully charged (pressure gauge indicator is in the operable range and it “feels” full)
- Shows no sign of tampering
- Shows no sign of physical damage, leakage or clogging
- Positioned so that instructions on name plate face the user
- Fairly accessible, nothing is blocking access to it (visible)
- Sign/sticker indicating location is posted
- Extinguisher type designated for that particular location (make sure extinguishers have not been incorrectly placed)
- Inspection tags are current
- Maintenance logs kept/updated as necessary whenever repairs/complaints are made

### ANNUALLY/BIANNUALLY

- Professional maintenance inspection done

**NFPA 10 (Standard for Portable Fire Extinguishers) should be followed for all fire extinguisher inspections and maintenance.**

*Disclaimer: The preceding sample checklist is provided as an example for informational purposes. We recommend you look over the checklist as you may need to add or delete items or the time frames depending on your operation and usage. Evergreen makes no charge of being experts in any field other than insurance. These documents are provided for informational purposes and we advise that you check with local, state or federal authorities regarding codes or ordinances in your area.*