

MONTHLY EXTINGUISHER CHECKLIST

1. *Extinguisher should be located in its **designated place**. It cannot be placed on the floor. It must be wall-hung on a bracket/hanger or mounted in a cabinet.*
2. *Extinguisher should be located in an **easy-to-reach, readily visible location**. Obstructions, such as equipment, cannot be allowed to block the extinguisher.*
3. ***Remove extinguisher from bracket and turn upside down once**. This will ensure that the agent inside will flow if extinguisher is discharged.*
3. *Extinguisher should **feel full** when lifted.*
4. *Place extinguisher back on bracket and ensure that the **Operating instructions are legible and visible** when the extinguisher is mounted.*
5. ***Check tamper indicators and seals**. They should be in place and not broken.*
6. *Check the **Annual maintenance tag**. The **date must be punched** and have the name of maintenance company. The tag must be securely attached to the extinguisher. Maintenance date must **not be over one year old**.*
7. *Extinguisher should show **no visible evidence of physical damage**, corrosion, rust, leakage, or a clogged nozzle.*
8. ***Pressure gauge should be in the operable (green) range** or position (if the extinguisher is equipped with a gauge.)*
9. *If all of the above are ok, **initial and date the back side of the maintenance tag** (this will satisfy fire code requirements for written records of the monthly inspections).*

USING THE FIRE EXTINGUISHER

Before using the extinguisher, make sure:

- ❑ Everyone is leaving the area and someone has **called the fire department**.
- ❑ You have an **unblocked escape route** at your back.
- ❑ The fire is **SMALL** and **NOT SPREADING**
- ❑ You have been **trained** to use the extinguisher.

If all of the above are true, remember **PASS**:

Pull the Pin

Aim-Point nozzle at base of the small fire

Squeeze the top part of the handle to discharge the extinguisher

Sweep the hose from side to side.

If the fire is growing larger, leave the area.

If the fire is going out, move toward it. Aiming at the base of the fire and sweep the nozzle back and forth.

Watch the area after the fire is extinguished to ensure that the fire does not restart.