

FIRE EXTINGUISHER INSPECTION

Checklist

Monthly

- ☐ Placed in designated, signed location and within easy reach
- ☐ Instructions and labels facing outward and easy to read
- ☐ Pressure gauge within green or operational range
- ☐ Free from dents, rust, damage, or leaks
- ☐ Safety pin is intact and secured with the tamper seal
- ☐ Hose or nozzle has no cracks, clogs, or signs of wear
- ☐ Weigh the extinguisher to ensure there are no leaks
- ☐ Check for modifications: non-standard pins, seals or mounts
- ☐ Signed and dated inspection tag
- ☐ Proper storage: not in direct sunlight and no moisture

Seasonal

- ☐ Check for freeze/thaw damage, rust, or water intrusion
- ☐ Relocate extinguishers if access is blocked
- ☐ Check cabinets and mounting for pest or moisture damage
- ☐ Review and update fire escape plan, ensuring routes are clear
- ☐ Ensure everyone knows extinguisher locations
- ☐ Clean, dust, and check all signage remains unfaded and visible

Annual

- ☐ Disassemble and inspect internal extinguisher components
- ☐ Test pressure and recharge or refill the extinguisher
- ☐ Inspect and clean parts: hose, nozzle, valve, handles
- ☐ Replace damaged or expired pins, seals, labels, chemicals
- ☐ Conduct a leak or hydrostatic test
- ☐ Affix, update, and certify the annual inspection tag
- ☐ Provide full documentation and certificate of compliance