



Monthly Checks for Office Fire Extinguishers

A guide for Business Owners

Portable fire extinguishers are valuable tools to protect lives and reduce property loss. Extinguishers are required to be serviced by a licensed technician every year and checked every month by a responsible person within the protected property. Monthly inspections help to ensure that extinguishers are ready and available in an emergency as well as familiarizing company personnel with their location. This guide is intended to provide the few easy steps to complete a monthly fire extinguisher inspection.

1. CHECK THE GAUGE

The needle should be aligned in the **GREEN** area of the gauge. Under or Over pressure needs immediate attention.

2. CHECK THE HOSE

Should be in good condition, without cracks or breaks.

3. ANY RUST OR DENTS?

The body of the extinguisher should be in good repair. Rust or dents can weaken the shell and cause failure in an emergency.

4. TAMPER SEAL

Should be unbroken and placed to keep the handle pin in place until needed.

5. SIGN THE CARD

If all of the items check out OK, date and initial the back of the inspection card



INSTRUCTIONS

- HOLD UPRIGHT. PULL RING PIN
- START BACK 8 FEET AIM AT BASE OF FIRE
- SQUEEZE LEVER SWEEP SIDE TO SIDE

FLAMMABLE LIQUIDS & GASES
 ELECTRICAL EQUIPMENT
 OILS & GREASES
 SOLIDS & PAPERS

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