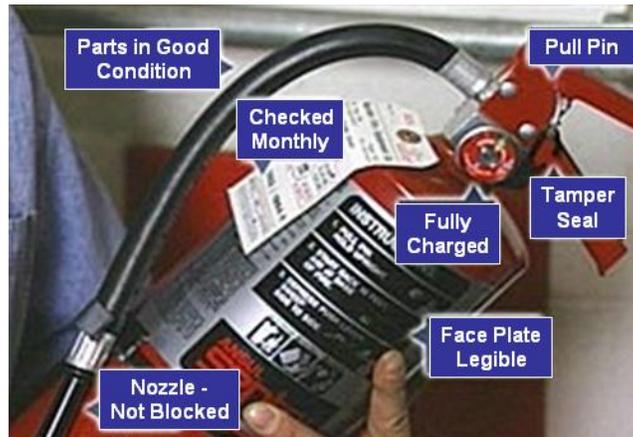


## How To Inspect:



## PORTABLE FIRE EXTINGUISHER MONTHLY CHECK

The monthly check, performed by Facilities Management Building Maintenance using this checklist, is to check that the portable fire extinguisher:

- is in its designated place, clearly visible, and not blocked by equipment, storage or other objects that could interfere with access during an emergency
  - International Fire Code 906.1 requires portable fire extinguishers in our state buildings, and requires them even if the building has a sprinkler system
  - Fire extinguishers shall be mounted, located, and Identified so that they are readily accessible to employees without subjecting employees to possible injury [\[29 CFR 1910.157\(c\)\(1\)\]](#)
  - they must be selected and distributed based on the classes of anticipated workplace fires and on the size and degree of hazard which would affect their use [\[29 CFR 1910.157\(d\)\(1\)\]](#):

- 
- Class A (ordinary combustible materials – wood, paper, cloth): one 2-A extinguisher for every 3,000 square feet (*NFPA 10, 2013*, Table 6.2.1.1) or within 75 feet travel-distance [[29 CFR 1910.157\(d\)\(2\)](#)]
  - Class B (flammables – gas, grease, oil): one 20-B extinguisher within 50 feet travel-distance [[29 CFR 1910.157\(d\)\(4\)](#)] or in accordance with *NFPA 10, 2013*, Table 6.3.1.1
  - Class C (energized electrical): size and spacing based on its Class A or B (de-energized) hazard [[29 CFR 1910.157\(d\)\(5\)](#)]
  - Class D (combustible metals, i.e., magnesium): not more than 75 feet from the hazard [[29 CFR 1910.157\(d\)\(6\)](#)]
  - Class K (combustible cooking media – deep fat frying using vegetable or animal oils and fats): a maximum travel distance of 30 feet (*NFPA 10, 2013*, 6.6.2)
- has not been changed out with an inappropriate fire extinguisher



Water



CO<sub>2</sub>



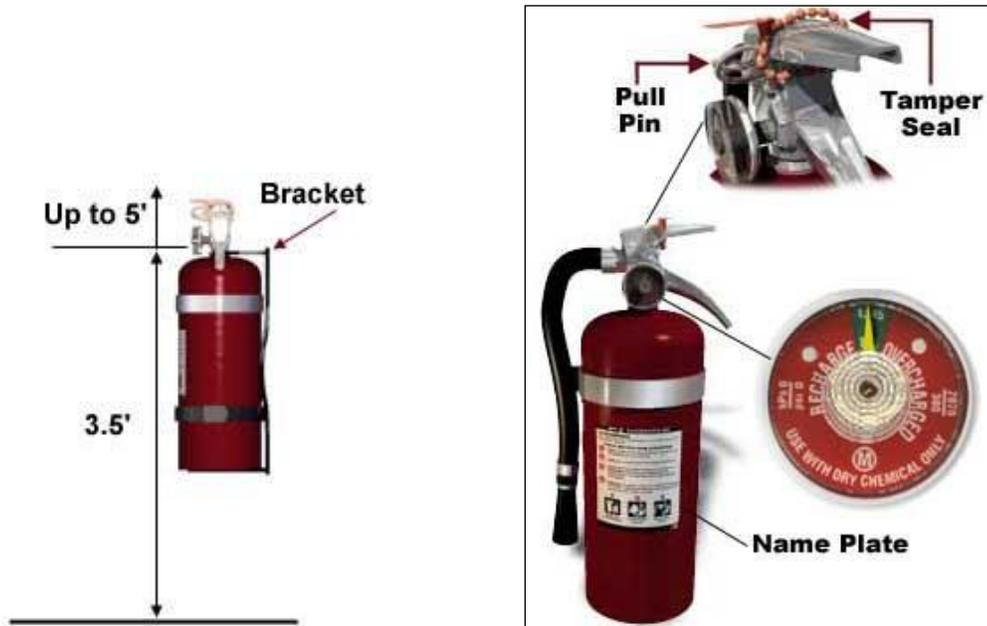
or

Multi-Purpose Dry Chemical



Wet Chemical

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- is mounted on brackets or in wall cabinets with the carrying handle placed 3-1/2 to 5 feet above the floor (about waist high)
- name plate with operating instructions is legible and facing outward
- still contains pressure within its designated limits (yellow arrow within the green range on the pressure gauge). If there is no gauge, the fullness can be determined by hefting it and comparing the extinguisher's weight to what is listed on the contents label (does it seem light?).
- still has the safety pull pin installed and the pin has an intact tamper seal safety tie
- has no missing or damaged parts (cracks, corrosion, etc.)
  - If there is a discrepancy/damage, then you should call the servicing agency to have it fixed or replaced immediately.
    - Usually they can service it on site or will provide a loaner while your fire extinguisher is being serviced.

- They can also provide you with an inspection tag (example below) to be attached to the extinguisher so that you may document monthly inspections

## INSPECTION TAG

When the above items have been satisfactorily checked, the person checking the extinguisher is to sign the inspection tag in the appropriate month with the day, year and their initials as seen in the example below. Annual maintenance inspections and servicing are performed by state licensed fire extinguisher technicians. Monthly checks can be done by any designated person using this checklist.

**DO NOT REMOVE**

FOR CITY, STATE AND FIRE INSURANCE INSPECTION

**FIRE PROTECTION, INC.**  
975 Flaming Ave, Columbia SC 29201  
**803-123-4567**

SERVICED BY: R. Ford

LIC. NO. 2187B

PERMIT NO. 207X

SERIAL NO. \_\_\_\_\_

DATE TESTED \_\_\_\_\_

GROSS FULL WT. \_\_\_\_\_

• WET CHEMICAL \_\_\_\_\_ ABC DRY CHEM. \_\_\_\_\_

• HALOTRON I \_\_\_\_\_ BC DRY CHEM. \_\_\_\_\_

• FE-36 \_\_\_\_\_ PK DRY CHEM. \_\_\_\_\_

• CLASS D \_\_\_\_\_ HALON 1211 \_\_\_\_\_

• FIRE HOSE \_\_\_\_\_ HALON 1301 \_\_\_\_\_

• WHEELED UNIT \_\_\_\_\_ AFFF/FFPP \_\_\_\_\_

• LOADED STREAM \_\_\_\_\_ CARBON DIOXIDE \_\_\_\_\_

• PRESSURIZED WATER \_\_\_\_\_ CO CONTINUITY TEST \_\_\_\_\_

2007    08    2009

SERVICED	NEW	RECHARGED
JAN.	MAY	NOV.
FEB.	JUNE	DEC.
MAR.	JULY	
APR.	AUG.	
	SEPT.	
	OCT.	

**DO NOT REMOVE**

MODEL NO. \_\_\_\_\_ TYPE \_\_\_\_\_ SIZE \_\_\_\_\_

LOCATION \_\_\_\_\_

MFG. \_\_\_\_\_ I.D. NO. \_\_\_\_\_

**30 DAY INSPECTION RECORD**

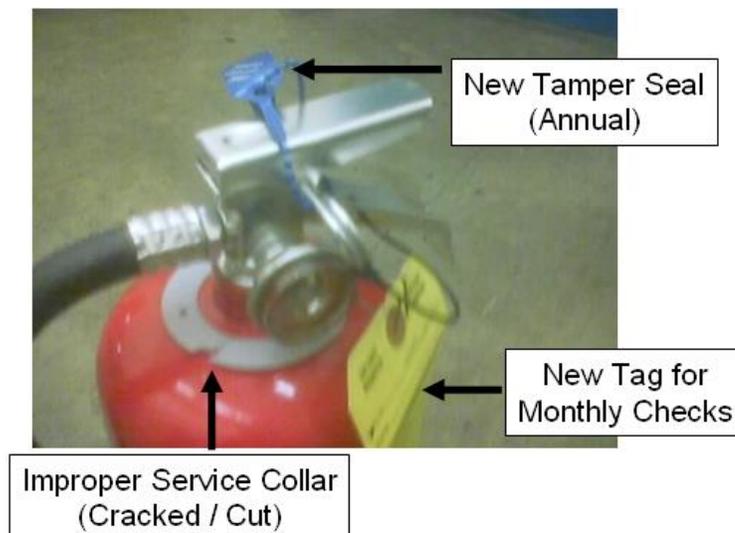
MONTH	DAY/YR	INITIALS	REMARKS
JAN			
FEB			
MAR			
APR			
MAY	5	08	
JUN	1	08	
JUL	15	08	
AUG	10	08	
SEP			
OCT			
NOV			
DEC			

## ANNUAL MAINTENANCE

Though the following maintenance inspection items are to be performed by the licensed fire extinguisher contractor (usually annually in April), these items should also be checked by Facilities Management Building Maintenance to ensure proper completion:

- The **tamper seal** is to be removed by pulling the pin and replaced with a new listed (dated) tamper seal
- The old monthly **inspection tag** is to be removed and replaced with a new one

- The authorized service technician's name, license and permit numbers, and contact information are to be completed, and the day, month and year of service must be punched
- The old **6-Year service label** shall be removed and replaced with a new one. The service label should not be placed over top of the old service label
  - HMIS (hazardous materials identification system; 0-4 rating) **labels**, 6-Year maintenance labels, hydrostatic labels or other labels shall not be located on the front of the extinguisher (i.e., shall not cover the operating instructions label on the front)
- The **verification of service collar** is to be removed and replaced at the 5 Year (H<sub>2</sub>O/CO<sub>2</sub>), 6-Year internal examination/12-year hydrostatic test (dry chemical/halogenated) or when the unit is recharged
  - A new extinguisher will not have service collar until the first maintenance is due.
  - The service collar must be a solid ring (not cut through) and have the month and year punched in the collar (so the date/year on the collar should be at least the same as the last 6-Year test)



- Carbon dioxide (CO<sub>2</sub>) extinguisher hose assemblies are to have a separate/additional metallic **conductivity test label** affixed to the hose indicating the hose passed annual electrical conductivity testing (month and year punched)

- If a fire extinguisher is removed for maintenance or recharging, it shall be replaced with an extinguisher, i.e., a “loaner,” of the *same type* (A, B, C, K) hazard and *at least equally rated* (as big or larger)

## FIRE FIGHTING

If an employee is expected to fight a fire (i.e., in job description such as a Fire Watch for welding operations), they are required to be properly trained and regularly exercise in the use of fire extinguishers. Other persons are not expected to fight fires. Portable fire extinguishers should only be used to fight incipient fires, meaning the fire is just in its beginning stage where the fire is confined to a small space with little smoke and can be controlled with portable fire extinguishers, class II standpipe systems, and small hose systems.



**P**ull the pin (break tamper seal)

**A**im at the base of the fire

**S**queeze the handle

**S**pray in a sweeping motion

## Training and Record Keeping

1. Facilities Management Team(s) will receive fire inspection testing training annually and upon hire of new personnel.
2. Training is the responsibility of S&H
3. Annual training will be documented beginning FY18 and records will be maintained in S&H.

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## Documentation

1. The Maintenance Supervisor shall annually review these procedures with S&H. Changes will be made as necessitated by OSHA Regulations, State Fire Marshal guidelines and/or Department of Administration practices.
2. This procedure will be maintained for public access on the Department of Administration website under the Safety office section.