

# Fire Extinguisher Monthly Inspection Guide



# Fire Extinguisher Monthly Inspection

- Required by the NFPA 10 (7.2.4.1)
- Monthly spot checks can be done by anyone
- Intended to give reasonable assurance extinguishers are operable when needed
- This guide will describe how to perform monthly fire extinguisher checks



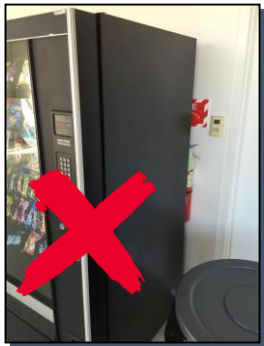
# Extinguisher Locations

- Before inspecting an extinguisher, you must know the locations of the units
  - Have a list of fire extinguishers you plan to inspect
  - Make sure extinguisher has a valid maintenance tag



# Access

- Ensure extinguisher is not blocked
  - Do not obstruct access *or* visibility
  - If blocked:
    - Relocate small items, report larger blockages
    - Report larger items to have them moved immediately



# Mounting and Labels

- Fire extinguisher mounted on wall or in cabinet
  - The cabinet door should operate easily
- Labels and instructions must face outward
- All labels must be legible



# Seal, Pin, and Gauge

- Ensure tamper seal is present and firmly holding the pin
- Gauge needs to indicate full charge (in the green)



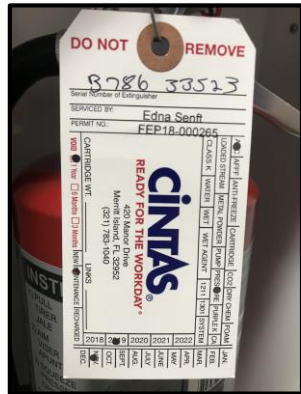
# Overall Condition

- Confirm hose in good condition (look for cracks, discoloration)
- Nozzle should be clear of blockages
  - Signs of yellow powder may indicate leak or tampering
- No obvious physical damage or wear is noticeable.



# Initialing the Tag

- Validate annual maintenance tag (from service provider) – ensure it is within annual service date
- Sign and date tag (on back) with monthly inspection date and your initials





# Summary

- Fire Extinguisher Monthly Quick Checklist
  - Unit is in proper location
  - Unit is easily visible and accessible
  - Operating instructions are facing outward and legible
  - Safety seals in place and snug on pin
  - Gauge is in the green and unit appears full
  - Overall condition of unit looks undamaged
  - Initial the tag and report any problems



# Contact Information

## UCF Environmental Health & Safety

Office: 407-823-6300

## Fire Extinguisher Inquiries

[firesafety@ucf.edu](mailto:firesafety@ucf.edu)

## Fire Safety Team:

### Diana Smith:

[Diana.Smith@ucf.edu](mailto:Diana.Smith@ucf.edu)

407-823-0324

### Ray Santana:

[Raymond.Santana@ucf.edu](mailto:Raymond.Santana@ucf.edu)

407-823-2314