

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FIRE EXTINGUISHERS - MONTHLY INSPECTION**

SITE AND BLDG #: WV035MECHANIC  
SIGNATURE:DATE: 3-14-2024LOCATION/RM #: WO# 15090 ASSET # G071START TIME: 730FINISH TIME: 400

| CHECK POINT   | CHECKPOINT DESCRIPTION  | TASK COMPLETE                    |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|----------------------------------|----|---|
|   |   | YES                              | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                                 |   |                                  |    |   |
| 1   | Each extinguisher shall have an inspection tag securely attached that indicates the month and year the inspection was performed and the initials of the person performing the inspection shall be recorded. | <input checked="" type="radio"/> |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE (MONTHLY)</b> |   |                                  |    |   |
| 1   | A visual inspection is a quick check to see that the fire extinguisher is in its proper location, that it is not blocked, is fully charged, and that it appears to be in good working order.                | <input checked="" type="radio"/> |    |   |
| 2   | Check that extinguisher is in designated place  | <input checked="" type="radio"/> |    |   |
| 3   | Check for no obstruction to access or visibility.   | <input checked="" type="radio"/> |    |   |
| 4   | Check that pressure gauge reading or indicator is in the operable range or position.  | <input checked="" type="radio"/> |    |   |
| 5   | Update tag indicating that inspection has been performed. Include the date and your initials.   | <input checked="" type="radio"/> |    |   |

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**