

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FIRE EXTINGUISHERS - MONTHLY INSPECTION

SITE AND BLDG #: PA063

MECHANIC
SIGNATURE:*Pat Bowman*

DATE: 7/10/2024

LOCATION/RM #:

WO# 15893

ASSET # G030

START TIME: 8:00AM

FINISH TIME: 8:45AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INSTRUCTIONS					
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.	●			
TO BE PERFORMED AT EACH INSPECTION					
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.	●			
2	Check that extinguisher is in designated place	●			
3	Check for no obstruction to access or visibility.	●			
4	Check that pressure gauge reading or indicator is in the operable range or position.	●			
5	Update tag indicating that inspection has been preformed. Include the date and your initials.	●			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct materials) and include the Asset #, WO #, photos, and a description of the work performed. If the cost of the repairs exceeds \$250, the technician shall open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a description of the work performed. The technician shall also include a copy of the CM ticket in the PM report.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct materials). Repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a description of the work performed.

To be performed by: General Maintenance Worker

Additional Notes: