

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

SITE AND BLDG #: PA118

MECHANIC  
 SIGNATURE: *Pat Boardman* DATE: 5/16/2024

LOCATION/RM #: WO# 15476 ASSET # G033

START TIME: 12:00PM FINISH TIME: 1:00PM

| 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. | ●             |    |  |
| <b>TO BE PERFORMED AT EACH INSPECTION</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.                | ●             |    |   |
| 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 performed. Include the date and your initials.   | ●             |    |  |

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

To be performed by: General Maintenance Worker

**Additional Notes:**