

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

SITE AND BLDG #: NY030 BLDG3


MECHANIC  
SIGNATURE: 

DATE: 2/1/23

LOCATION/RM #: BLDG3 WO# 11860 ASSET # G006

START TIME: 11:15am

FINISH TIME: 11:30am

| CHECK POINT                          | CHECKPOINT DESCRIPTION  | TASK COMPLETE                       |                          | NOTES/ ACTIONS<br>(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. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |  |
| TO BE PERFORMED AT EACH INSPECTION S |   |                                     |                          |  |  |
| 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="checkbox"/> | <input type="checkbox"/> |  |  |
| 2                                    | Check that extinguisher is in designated place  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |  |
| 3                                    | Check for no obstruction to access or visibility.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |  |
| 4                                    | Check that pressure gauge reading or indicator is in the operable range or position.  | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |  |
| 5                                    | Update tag indicating that inspection has been preformed. Include the date and your initials.   | <input checked="" type="checkbox"/> | <input type="checkbox"/> |  |  |

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 repair.

To be performed by: General Maintenance Worker

**Additional Notes:**