

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

SITE AND BLDG #: PA027

MECHANIC  
SIGNATURE

DATE: 9/25/2024

LOCATION/RM #: WO# 16442 ASSET # G022

START TIME: 7:50AM

FINISH TIME: 8:45AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS
		YES	NO	
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 SERVICE (M)</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 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). Any repair exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description.

To be performed by: General Maintenance Worker

**Additional Notes:**

