

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FIRE EXTINGUISHERS - MONTHLY INSPECTION

SITE AND BLDG #: NY010 BLDG1

MECHANIC
SIGNATURE: _____

DATE: 11/3/25

LOCATION/RM #: BLDG1 WO# 20353 ASSET # G001

START TIME: 10am

FINISH TIME: 10:15am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	
		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 performed. Include the date and your initials.	☒	



Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, p
 To be performed by: General Maintenance Worker

Additional Notes: