

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

SITE AND BLDG #: NY010 BLDG2

MECHANIC  
SIGNATURE: 

DATE: 12/1/25

LOCATION/RM #: BLDG2 WO# 20547 ASSET # G002

START TIME: 10am

FINISH TIME: 10:15am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMP		SPECIAL INSTRUC
		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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>TO BE PERFORMED AT EACH INSPECT</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.	<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 performed. 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 materials) and any repair costs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, ph

To be performed by: General Maintenance Worker

**Additional Notes:**

