

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

**SITE AND BLDG #:** NY010 BLDG3  
**LOCATION/RM #:** BLDG3    **WO#** 20355    **ASSET #** G003

**MECHANIC SIGNATURE:**     **DATE:** 11/3/25  
**START TIME:** 10:30am    **FINISH TIME:** 10:45am

| CHECK POINT                        | CHECKPOINT DESCRIPTION                                                                                                                                                                                      | TASK COMPLETION                                                                     |    |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----|
|                                    |                                                                                                                                                                                                             | 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 and materials). Repairs exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photo, and description of the repair.  
 To be performed by: General Maintenance Worker

**Additional Notes:**