


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST



FIRE EXTINGUISHERS - MONTHLY INSPECTION

SITE AND BLDG #: NY065 BLDG1

LOCATION/RM #: BLDG1 WO# 18328 ASSET # G010

MECHANIC SIGNATURE:  DATE: 4/7/25

START TIME: 9:15am FINISH TIME: 9:30am

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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					
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 materials) and for any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos and description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

There are two fire extinguishers missing one by room 101 and one in the main lobby