FIRE EXTINGUISHER INSPECTION PROCEDURES

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The following guidelines are intended to provide reasonable assurance that fire extinguishers are fully charged and operable:

1. Every fire extinguisher must be visually inspected on a monthly basis.
2. Every fire extinguisher should be mounted, identified (sign or label on wall) and readily accessible.
3. Fire extinguisher type must be appropriate for the work area/location (multipurpose fire extinguishers can be used on all listed fire classes):
   a. *Class A*: Wood, paper, cloth, trash and other ordinary materials
   b. *Class B*: Gasoline, grease, oil, paint and other flammable liquids
   c. *Class C*: Live electrical equipment
   d. *Class D*: Metal fires (not common)
   e. *Class K*: For use in kitchens
4. Pressure gauge (or other indicator) must be in the operable range and position.
5. Hose and/or nozzle must be free of obstructions.
6. Seals and tamper indicators must not be broken or missing.
7. Operating instructions on nameplate must be legible and facing outward.
8. Examine the fire extinguisher for physical damage, corrosion or leakage.
9. If a dry chemical fire extinguisher is provided, invert the unit for approximately 30 seconds to prevent caking of the material (most of County's fire extinguishers are dry chemical).
10. Check the service collar and tag and ensure the date of service is current. The date of service is considered current if less than 365 days have passed since the date punched on the tag. Initial/date the tag and state the condition of the fire extinguisher (based on the visual inspection).

NOTE: Remove any fire extinguisher failing the visual inspection from work areas and replace with a fire extinguisher in good operating condition. If a fire extinguishers' service date is over 365 days from the date punched on the tag, the unit must be serviced and/or recharged.