



## Monthly Fire Extinguisher Inspection

*On a monthly basis, all fire extinguishers in your area should be checked to ensure they are in proper working condition. This checklist can be used as a reference tool when completing this task. If any of the criteria below are marked as “no”, send an email to [fixit@andrew.cmu.edu](mailto:fixit@andrew.cmu.edu) to have the issue corrected.*

Criteria	Yes/No
Is the fire extinguisher present and all its associated parts intact? <i>This includes the pull pin, tamper/safety seal, pressure gauge and the discharge hose.</i>	
Is the fire extinguisher free of dents, rust, or other damage?	
Is the needle on the pressure gauge within the operable range (in the green section)? <i>Remember, carbon dioxide fire extinguishers are not equipped with a gauge.</i>	
Has the fire extinguisher been serviced by a third-party professional within the last year? <i>Observe date on the provided inspection tag.</i>	
Is the label/data plate on the front of the fire extinguisher present and legible?	
Is the fire extinguisher secured on a bracket or inside of a designated fire extinguisher cabinet?	
Is the fire extinguisher visible and accessible? <i>All fire extinguishers should have 3 feet of clearance in all directions.</i>	

***Upon completion of the monthly inspection, remember to sign and date the back of the inspection tag.***

Take note: Are the fire extinguishers in your area classified for use on the classes of fire that are present? If not, reach out to Environmental Health and Safety (EHS) to have a hazard assessment completed. Refer to the CMU Fire Extinguisher Reference Guide for additional information.