



SUBJECT: Portable Fire Extinguisher Inspection and Maintenance Policy

1. **PURPOSE:** To establish standard procedures for the inspection and maintenance of portable fire extinguishers.
2. **POLICY:** Portable fire extinguishers will be inspected and maintained to ensure that they are properly located and operational in accordance with NFPA standards.
3. **DEFINITIONS:**
 - A. Monthly Inspection is a “quick check” that an extinguisher is available and will operate. It is intended to give reasonable assurance that the extinguishers are fully charged and operable. This is done by seeing that it is in its designated place, that it has not been actuated or tampered with, and that there is no obvious or physical damage of condition to prevent operation.
 - B. Annual Maintenance is a “thorough examination” of the extinguisher. It is intended to give maximum assurance that an extinguisher will operate effectively and safely. It includes a thorough examination and perform any necessary repairs or replacement of an extinguisher. It will normally reveal the need for hydrostatic testing.
4. **TYPE OF EXTINGUISHER:** Portable fire extinguishers located at our facilities range in size from 5 to 20 pounds. The extinguishing agents used are – carbon dioxide for class B - C fires and dry chemical for class B - C and class A - B - C fires. The type and rating of portable fire extinguishers at our facilities are as follows.
 - A. 5 lb. A-B-C
 - B. 10 lb. A-B-C
 - C. 20 lb. A-B-C
 - D. 10 lb CO2
5. **RESPONSIBILITIES:**
 - A. The Environmental Health & Safety Office will bear the overall responsibility for portable fire extinguisher inspections on Campus.
 - B. The Environmental Health & Safety Office will be directly responsible for the monthly inspection and annual maintenance check of all portable fire extinguishers (in buildings, outside buildings, mounted on equipment or in vehicles).
 - C. Facilities Maintenance, University Police, CAS, and Residential Life staff shall immediately report any tampering or use of a fire extinguisher to the EH&Office (255-5411). The EH&S Office is responsible for repair and/or replacement of extinguishers. Cost associated with repair and/or replacement may be billed to the appropriate department.
6. **GUIDELINES AND PROCEDURES:**
 - A. Portable fire extinguishers will be inspected monthly. The inspection should include the following:
 1. Extinguishers are located in their designated location, are secured properly and are of the proper type.
 2. Extinguishers are not obstructed with respect to access or visibility.

3. Extinguishers are examined for obvious physical damage, corrosion, leakage, or clogged nozzles.
 4. Legible operating instructions are on the extinguisher nameplate facing outward.
 5. Seals and tamper indicators are not broken or missing.
 6. Pressure-gauge readings or indicators are in the operable ranges.
 7. The EH&S Office shall notify Department Supervisors or Department Chairs of any obstructions to the accessibility or visibility of an extinguisher. Department Supervisors or Department Chairs are responsible for assuring that the obstructions are removed within 48 hours of notification. The EH&S office shall assure that the obstruction has been removed or take any actions necessary to remove it.
- B. Annual maintenance will involve a thorough examination of the fire extinguisher shell and its external mechanical parts. The maintenance will include the following:
1. All monthly inspection items.
 2. Inspection of the hose and nozzle for cracks, blockages, or other damage.
 3. Inspection of extinguisher shell for corrosion, dents, or other damage.
 4. Carbon dioxide extinguishers are weighed to ensure no weight deviation greater than 10%.
- C. When inspection or maintenance of any extinguisher reveals a deficiency in operating condition, the following corrective actions are to be taken immediately.
1. A spare extinguisher of the same type and equal or greater rating shall replace the extinguisher.
 2. Defective extinguishers are to be marked as such and placed in appropriate place until repair and/or recharging is performed.
- D. Documentation of inspection and maintenance will be provided by maintaining the following records:
1. The fire extinguisher checklist, which contains the location of each fire extinguisher; its weight, type, and dates of inspections; and annual maintenance.
 2. A fire extinguisher inspection record tag is attached to each extinguisher and provides the following information:
 - a. The date the extinguisher was inspected.
 - b. The condition of the extinguisher.
 - c. The initials of the person performing the inspection.
 3. The fire extinguisher inspection record must indicate the date of the last charge; recharge & the last date of hydrostatic testing must be recorded.
- E. Hydrostatic testing of extinguishers is to be performed at 5-year intervals for CO2 extinguishers and 12-year intervals for dry chemical and halon extinguishers. Extinguishers that require one 12-year hydrostatic test shall be emptied and subjected to maintenance every six years interval.
- F. If these inspections and maintenance procedures are performed by outside vendors the Environmental Health & Safety Office will obtain a copy of the annual inspection and maintenance report from the vendor
- G. See Attachment "A": Sample of a Fire Extinguisher Inspection Record Log (Monthly).

7. **REFERENCES:** NFPA –

Attachment "A"

Fire Extinguisher Inspection Procedure (OSHA 1910.157)

Purpose:

It is university procedure that all fire extinguishers be inspected on a monthly basis to insure that the devices will work properly if needed, minimizing injury and property damage from fire. The Environmental Health & Safety Office is responsible for assuring that the fire extinguishers are inspected accordingly.

How To Inspect A Fire Extinguisher:

1. Ensure access to the extinguisher is not blocked and that the cabinet door, if any, opens easily.



2. Check the pressure of the extinguisher. The pressure should be within the recommended level indicated on the gauge. The needle should be in the green zone. If the needle is not in green zone, the extinguisher requires professional maintenance.
3. Verify the locking pin is intact and that the tamper seal is not broken.
4. Visually inspect the hose and nozzle to ensure they are in good condition.
5. Visually inspect the extinguisher for dents, leaks, rust, chemical deposits or other signs of abuse/wear and note any findings on the inspection report.
6. Note any items of concern on the inspection sheet. If the extinguisher is damaged or needs recharging, remove it from service and note this on the inspection report. **Immediately** report this to the EH&S Office (-5411)