

On a **weekly** basis, residential coordinators and community advisors are to check the fire extinguishers in their local area to ensure that they are serviceable and show no signs of damage. The extinguishers are tested and serviced annually, and therefore any damage occurring *before* annual testing must be reported so appropriate action may be taken to rectify any problems.

- A. Perform weekly inspections of fire extinguishers to ensure that:
1. The extinguishers are located on the fire point – not missing or moved.
  2. They have no visual defects, i.e., dents or corroded body.
  3. Safety Pins or Tamper Seals are undisturbed.
  4. The indicator gage (where fitted) shows in the green segment.
  5. There is no sign of accidental or malicious discharge.
- B. **Inspection Cards** attached to the fire extinguisher must be signed on a **monthly** basis.
- C. Please report any suspect damage, discharge or defects promptly to Environmental Health and Safety at 359-6496.

If you have any questions about the fire extinguisher program at EWU, please contact Environmental Health and Safety at 359-6496.



## WEEKLY FIRE EXTINGUISHER CHECKLIST BREWSTER HALL

MONTH / YEAR INSPECTED \_\_\_\_\_

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
1 <sup>st</sup> Floor Hallway	A	10								
1 <sup>st</sup> Floor Hallway by Men's Rm.	ABC	10								
1 <sup>st</sup> Floor Kitchen	ABC	2.5								
1 <sup>st</sup> Floor Laundry	ABC	5								
1 <sup>st</sup> Floor Lobby, Kafka Rm.	ABC	5								
1 <sup>st</sup> Floor Manager's Unit	ABC	10								
2 <sup>nd</sup> Floor Hallway by Rm. 200	ABC	5								
2 <sup>nd</sup> Floor Hallway by Rm. 206	ABC	10								
3 <sup>rd</sup> Floor Hallway by Rm. 300	ABC	10								
3 <sup>rd</sup> Floor Hallway by Rm. 306	ABC	2.5								
3 <sup>rd</sup> Floor Kitchen	ABC	5								
4 <sup>th</sup> Floor Hallway by Rm. 400	ABC	10								
4 <sup>th</sup> Floor Hallway by Rm. 406	ABC	10								

*Please return completed inspection forms to EH&S, 002 Martin Hall, Fax 509-359-4690.*