

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 MORRISON HALL

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

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
1 <sup>st</sup> Floor Office (ROC)	A	10								
1 <sup>st</sup> Floor South Hall	ABC	10								
1 <sup>st</sup> Floor South Kitchen	ABC	2.5								
2 <sup>nd</sup> Floor North Hall	ABC	5								
2 <sup>nd</sup> Floor North Kitchen	ABC	5								
2 <sup>nd</sup> Floor South Hall	ABC	10								
2 <sup>nd</sup> Floor South Kitchen	ABC	5								
3 <sup>rd</sup> Floor Lobby	ABC	10								
3 <sup>rd</sup> Floor North Hall	ABC	10								
3 <sup>rd</sup> Floor North Kitchen	ABC	2.5								
3 <sup>rd</sup> Floor South Hall	ABC	10								
3 <sup>rd</sup> Floor South Kitchen	ABC	5								
4 <sup>th</sup> Floor Lobby	ABC	10								
4 <sup>th</sup> Floor North Hall	ABC	10								
4 <sup>th</sup> Floor North Kitchen	ABC	5								
4 <sup>th</sup> Floor South Hall	ABC	5								
4 <sup>th</sup> Floor South Kitchen	ABC	2.5								
5 <sup>th</sup> Floor Lobby	ABC	10								
5 <sup>th</sup> Floor North Hall	ABC	5								
5 <sup>th</sup> Floor North Kitchen	ABC	5								



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Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
5 <sup>th</sup> Floor South Hall	ABC	10								
5 <sup>th</sup> Floor South Kitchen	BC	5								
6 <sup>th</sup> Floor Lobby	ABC	10								
6 <sup>th</sup> Floor North Hall	ABC	10								
6 <sup>th</sup> Floor North Kitchen	ABC	5								
6 <sup>th</sup> Floor South Hall	ABC	10								
6 <sup>th</sup> Floor South Kitchen	ABC	5								
7 <sup>th</sup> Floor Lobby	ABC	10								
7 <sup>th</sup> Floor North Hall	ABC	10								
7 <sup>th</sup> Floor North Kitchen	ABC	2.5								
7 <sup>th</sup> Floor South Hall	ABC	10								
7 <sup>th</sup> Floor South Kitchen	BC	2.5								
8 <sup>th</sup> Floor Lobby	ABC	5								
8 <sup>th</sup> Floor North Hall	ABC	10								
8 <sup>th</sup> Floor North Kitchen	ABC	5								
8 <sup>th</sup> Floor South Hall	ABC	10								
8 <sup>th</sup> Floor South Kitchen	ABC	5								
Main Floor Directors Apartment										
Main Floor Guest Room	ABC	5								
Main Floor Lobby	ABC	5								
Main Floor Lobby by Fountain	ABC	10								



## WEEKLY FIRE EXTINGUISHER CHECKLIST MORRISON HALL

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
Morris St. Grill	ABC	10								
Morris St. Grill	ABC	10								
Morris St. Grill Hallway	ABC	5								
Multipurpose Rm. Hallway	ABC	5								
Multipurpose Rm. Kitchen	ABC	2.5								

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