

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

snyamncut

MONTH / YEAR INSPECTED _____

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
5 th Floor, By Rm 529	ABC									
5 th Floor, By Rm 513	ABC									
5 th Floor, By Rm 506	ABC									
5 th Floor, By Rm 550	ABC									
5 th Floor, By Rm 564	ABC									
4 th Floor, By Rm 464	ABC									
4 th Floor, By Rm 450	ABC									
4 th Floor, By Rm 406	ABC									
4 th Floor, By Rm 413	ABC									
4 th Floor, By Rm 429	ABC									
3 rd Floor, By Rm 330	ABC									
3 rd Floor, By Rm 313	ABC									
3 rd Floor, By Rm 306	ABC									
3 rd Floor, By Rm 350	ABC									
3 rd Floor, By Rm 364	ABC									
2 nd Floor, By Rm 264	ABC									
2 nd Floor, By Rm 250	ABC									
2 nd Floor, By Rm 230	ABC									
2 nd Floor, By Rm 213	ABC									
2 nd Floor, By Rm 206	ABC									
Lobby by Great Rm	ABC									
Lobby by AC Office (113)	ABC									

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