

Fire Extinguishers (Common Areas): Monthly Inspection



A quick look at every extinguisher each month, so the one you need is there, charged and reachable.

CODE NFPA 10, Standard for Portable Fire Extinguishers, chapter 7: inspect each extinguisher at least every 30 days (the 2022 edition says "intervals not exceeding 31 days") and record it. Annual maintenance, internal exams and hydrostatic tests are done by a certified technician. Your local fire code decides which edition applies.

PROPERTY	BUILDING / LOCATION	DATE	PERFORMED BY	NEXT DUE
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Per-extinguisher log

#	LOCATION	IN PLACE, VISIBLE, NOTHING BLOCKING IT	PIN IN, TAMPER SEAL INTACT	GAUGE IN THE GREEN	NO DAMAGE, CORROSION, LEAKS; HOSE AND NOZZLE CLEAR	TAG INITIALED AND DATED	ACTION?
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INITIALS	SUPERVISOR REVIEW	DATE
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Fire Extinguishers (Common Areas): Monthly Inspection (continued)

PAGE 2: CHECKS



COMPLIANCE CHECKLIST

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PROPERTY BUILDING / LOCATION DATE PERFORMED BY NEXT DUE

#	Checks	FREQUENCY	OK	ACTION	DUE	DONE	N/A	NOTES
1	Every extinguisher on the list inspected this month	Monthly				☐		
2	Operating instructions on the label face out	Monthly	☐	☐				
3	Cabinets: glass or door intact, break tool present, sign visible	Monthly	☐	☐			☐	
4	Annual service tag current (date on tag: _____)	Monthly look	☐		☐			
5	Multi-year due dates from the tag (6-year exam, hydrostatic test) noted for your vendor	Monthly look	☐		☐			

If Action:

WHAT TO DO

Missing extinguisher: replace it the same day.

CALL A LICENSED VENDOR WHEN

- Gauge out of the green, seal broken, pin missing, or the unit is damaged: take it out of service, put a charged spare in its place, and call your extinguisher vendor.
- Annual tag expired: schedule the vendor now.

INITIALS SUPERVISOR REVIEW DATE

