

# Fire Extinguishers (In-Unit): Unit Entry Check



PAGE 1: PER-UNIT LOG

Check the extinguisher the property supplies in each apartment every time someone is in the unit for work, so a dead one doesn't sit in a kitchen for years.

**CODE** NFPA 10, chapter 7 sets the inspection rules for portable extinguishers. Whether in-unit extinguishers are required, and how often they must be inspected, depends on your local fire code. This sheet is FixGrid's standard: check at every unit entry (PM, inspection, make-ready) and at least once a year. Confirm your local rule.

|          |                     |      |              |          |
|----------|---------------------|------|--------------|----------|
| PROPERTY | BUILDING / LOCATION | DATE | PERFORMED BY | NEXT DUE |
|----------|---------------------|------|--------------|----------|

Per-unit log

| # | UNIT | PRESENT, MOUNTED OR IN ITS SPOT | PIN IN, TAMPER SEAL INTACT | GAUGE IN THE GREEN       | NO DAMAGE OR CORROSION   | NOT PAST ITS DATE ON THE LABEL/TAG | ACTION?                  |
|---|------|---------------------------------|----------------------------|--------------------------|--------------------------|------------------------------------|--------------------------|
|   |      | <input type="checkbox"/>        | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>           | <input type="checkbox"/> |
|   |      | <input type="checkbox"/>        | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>           | <input type="checkbox"/> |
|   |      | <input type="checkbox"/>        | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>           | <input type="checkbox"/> |
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|   |      | <input type="checkbox"/>        | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>           | <input type="checkbox"/> |
|   |      | <input type="checkbox"/>        | <input type="checkbox"/>   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>           | <input type="checkbox"/> |

|          |                   |      |
|----------|-------------------|------|
| INITIALS | SUPERVISOR REVIEW | DATE |
|----------|-------------------|------|

# Fire Extinguishers (In-Unit): Unit Entry Check (continued)

PAGE 2: CHECKS



COMPLIANCE CHECKLIST

Page 2 of 2

PROPERTY

BUILDING / LOCATION

DATE

PERFORMED BY

NEXT DUE

| # | Checks                                                            | FREQUENCY  | OK                       | DUE                      | DONE                     | N/A                      | NOTES |
|---|-------------------------------------------------------------------|------------|--------------------------|--------------------------|--------------------------|--------------------------|-------|
| 1 | Checked during this visit (PM / inspection / make-ready / annual) | Each entry |                          |                          | <input type="checkbox"/> |                          |       |
| 2 | Make-ready: extinguisher checked before the unit is marked ready  | Each turn  |                          |                          | <input type="checkbox"/> | <input type="checkbox"/> |       |
| 3 | Every unit checked at least once in the last 12 months            | Yearly     | <input type="checkbox"/> | <input type="checkbox"/> |                          |                          |       |

☐ If Action:

WHAT TO DO

- Low gauge, broken seal, missing pin, damage, or out of date: swap it for a charged unit before you leave the apartment, and log the swap.
- Missing: replace it and note the unit (follow your lease and notice rules for any resident charge).

**Note:** Residents should know where it is and how to use it. Point it out at move-in.

**Note:** Give residents notice before entering (FixGrid standard: 3 days).

INITIALS

SUPERVISOR REVIEW

DATE

