

Fire Extinguishers

Fire extinguishers must be readily available and accessible to staff members at all times.

Locations

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

- **Monthly inspection** should be performed and documented on the tag attached to the extinguisher.
 - Turn canister upside down, shake, and tap the bottom with a rubber mallet. This is to loosen the powder inside to prevent caking
 - Check for damage, corrosion, leakage
 - Discharge outlet is clear of obstruction, except for cotton ball to deter dirt daubers
 - Tamper seal is intact
 - No dents or damage to the extinguisher body and discharge valve assembly
 - Clean extinguisher so that instructions on name plate are clearly visible
 - Needle indicator on pressure gauge should be in the green area, pointing straight up
 - Changes in temperature may cause the pressure gauge indicator to vary within the green area on stored extinguishers. The green area is the charged zone. When the temperature is cold, the indicator may read on the low side of the charged zone and if the temperature is hot, it may read on the high side of the charged zone.
 - The true pressure reading may be verified by placing the extinguisher at room temperature (70 F) for 24 hours.
 - If any problems are found, contact Company listed below.
 - **Annual Maintenance** should be done by a trained professional.
 - Name of Fire Extinguisher Company _____
 - Address _____
 - Phone _____

- **Six Year maintenance** –the extinguisher shall be emptied and undergo a thorough exam by the company listed above.

- **Recharge** of the unit should be done immediately after use. Contact [Name of Fire Extinguisher Company] Fire Extinguisher Company in [Town], [Phone]

Proper Use of Fire Extinguisher

- Hold the extinguisher upright
- Stand back from the fire the minimum distance indicated on the nameplate
- **P**ull the ring pin
- **A**im at the base of the fire
- **S**queeze the handles together to discharge the extinguishing agent
- **S**weep the unit from side to side while moving closer to the fire

Types and Classes of Fires

The label on the fire extinguisher shows the class of fire the extinguisher is listed for.

- A** Trash, Wood, Paper, cloth, and other ordinary combustibles
- B** Gasoline, oil, paints, and other flammable liquids
- C** Live electrical equipment
- K** Restaurant kitchen fires