READY TO INSPECT — FIELD CHECKLIST

Portable fire extinguisher annual maintenance checklist

The annual portable fire extinguisher service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 10. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The licensed extinguisher service company performs the annual maintenance; the site person walks with them, observes and records what was done. When: Once a year on the contractor's visit, the deeper pass the quarterly round can't reach, and where the site captures the updated tags for the record.

Before the visit

- [ ] Owner told the service visit window
  Owner and area contacts told when the company will be on site and which units may be pulled, with the owner's impairment procedure ready for any unit leaving.
  No photo required

- [ ] Service company license and technician credentials checked
  Company's extinguisher servicing license and the technician's credentials checked current for the jurisdiction before work starts, copies kept on file.
  No photo required

Service observed

- [ ] Every unit on the floor plan accounted for
  Each extinguisher on the site's list reached and serviced, none passed over because access was awkward, count reconciled.
  2 photos required

- [ ] Maintenance actions witnessed and noted
  Contractor's checks watched and recorded, any unit pulled for recharge or hydrostatic work logged with where it went and what replaced it.
  1 photo required

- [ ] Internal exam and hydrostatic test due dates read
  Each unit's next internal examination and hydrostatic test dates read from its record and the cylinder or label, units due sent for that work, none left past due.
  1 photo required

- [ ] Hazard changes since last year reviewed with the company
  Beyond the quarterly label check, areas that changed use, such as new cooking, electrical rooms or flammable storage, reviewed with the company for unit type and placement.
  No photo required

- [ ] Cabinet glass, latch and break tool checked
  Where units sit in cabinets, door opening and latching, glass or panel intact, break tool attached where the cabinet uses one, and the cabinet sign readable.
  No photo required

Record updated

- [ ] New service tag reads current with old tag removed
  Fresh dated tag on each unit, superseded tag taken off, dates photographed so the site file matches what's on the wall.
  2 photos required

- [ ] Any deficiencies from the visit written down
  Units the contractor flagged (low charge, damage, wrong type for the hazard) captured with the location and the promised fix.
  1 photo required

- [ ] Service company's written report on file
  Company's report for the visit filed with the site records, its unit count matching the site list, and deficiencies and replacements itemized.
  No photo required

- [ ] Extinguisher list and floor plan updated
  Site list and floor plan updated for units added, moved, retired or swapped during the visit, so the next quarterly round walks the right locations.
  No photo required

Back in service

- [ ] Serviced units rehung with a new tamper seal
  Each unit back on its own bracket or in its cabinet, pin in, new tamper seal on, gauge where fitted in the operable range, instructions facing out.
  1 photo required

- [ ] Empty locations covered until each unit returns
  Empty locations covered by the owner's impairment procedure until each unit returns.
  No photo required