

# 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.

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## 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

## 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Fresh dated tag on each unit, superseded tag taken off, dates photographed so the site file matches what's on the wall. 2 photos required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