READY TO INSPECT — FIELD CHECKLIST

Portable fire extinguisher quarterly maintenance checklist

A quarterly portable fire extinguisher round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. Work is commonly verified against NFPA 10. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The site or facilities person walking the building each quarter, phone in hand, tagging each extinguisher by its QR mount. When: Every quarter as a quick visual round, so an extinguisher that has been moved, discharged or gone flat is caught between the licensed company's annual visits.

Location and access

- [ ] Extinguisher in its designated spot with signage visible
  Unit on its marked bracket or in its cabinet, location sign readable from down the corridor, nothing stacked in front of it.
  2 photos required
- [ ] Mounting height and travel distance still workable
  Extinguisher hung at a reachable height and not left on the floor, path to it clear so someone can grab it without moving stock.
  1 photo required
- [ ] Extinguisher type matches the hazard at its location
  Rating on the label suits the nearby hazard per the site's extinguisher schedule, such as a Class K unit at the cooking line or a Class C-rated unit by electrical rooms.
  1 photo required
- [ ] Bracket or cabinet holding the unit securely
  Bracket fastened tight to the wall with its clip or strap closed, or the cabinet anchored in place, so the unit can't be knocked loose or pulled down.
  1 photo required

Charge and seals

- [ ] Pressure gauge reading in the operable (green) band
  Needle sitting in the green operating range, not into the recharge or overcharge zones on stored-pressure units.
  No photo required
- [ ] Pull pin seated and tamper seal intact
  Locking pin fully in place and the tamper seal unbroken, a sign the unit hasn't been pulled since the last round.
  1 photo required
- [ ] Fullness confirmed by hefting the unit
  Unit lifted off its mount to confirm it feels full, the only field check on carbon dioxide and other non-gauged units; a light unit reported to the service company.
  No photo required

Condition and tag

- [ ] Shell, hose and nameplate free of damage or corrosion
  No dents, no rust pitting on the cylinder, hose and nozzle clear and uncracked, label legible.
  2 photos required
- [ ] Operating instructions facing outward
  Unit hung with its nameplate instructions facing out so a user reads them without turning it; turned back around if found reversed.
  1 photo required

- [ ] Inspection tag present and current
  Service tag hanging on the unit with the last dated entry, current quarter noted on the round so the history stays continuous.
  1 photo required

Round close out

- [ ] Deficient units reported with a spare in place
  Units found discharged, low, damaged or missing reported to the owner and service company, with a charged spare placed or the owner's impairment procedure followed.
  No photo required

- [ ] Units not reached on the round listed
  Extinguishers behind locked doors or in occupied tenant space listed with the location and reason, and a return visit set so the round closes complete.
  No photo required