

EASTERN WASHINGTON UNIVERSITY

FIRE EXTINGUISHER WEEKLY CHECK SHEET

Date last
amended:
9 Sept 08

1. On a **weekly** basis, community advisors are to check the fire extinguishers in their local area to ensure that they are serviceable and show no signs of damage. The extinguishers are tested and serviced annually, and therefore any damage occurring before annual testing must be reported so appropriate action may be taken to rectify any problems.
2. Carry out weekly inspection of fire extinguishers to ensure that:
 - a. The extinguishers are located on the fire point - not missing or moved
 - b. They have no visual defects, i.e. dents or corroded body
 - c. Safety pins or tamper seals are undisturbed
 - d. The indicator gage (where fitted) shows in the green segment
 - e. There is no sign of accidental or malicious discharge
3. **Inspections Cards** attached to the fire extinguishers must be signed on a **Monthly** basis.
4. Report any suspect damage, discharge or defect promptly to Environmental Health and Safety at 359-6496.

If you have any questions about the fire extinguisher program at EWU please contact Environmental Health and Safety at 359-6496.

DH-4K-025	4th floor kitchen	ABC	2.5								
DH-5-023	5th floor hall near 504	ABC	10								
DH-5-021	5th floor hall near 514	ABC	10								
DH-5K-022	5th floor kitchen	ABC	2.5								
DH-6-018	6th floor hall near 604	ABC	10								
DH-6-020	6th floor hall near 614	ABC	10								
DH-6K-019	6th floor kitchen	ABC	2.5								
DH-7-017	7th floor hall near 704	ABC	10								
DH-7-015	7th floor hall near 714	ABC	10								
DH-7K-016	7th floor kitchen	ABC	2.5								
DH-8-014	8th floor hall near 804	ABC	10								
DH-8-012	8th floor hall near 814	ABC	10								
DH-8K-013	8th floor kitchen	ABC	2.5								
DH-9-011	9th floor hall near 904	ABC	10								
DH-9-009	9th floor hall near 914	ABC	10								
DH-9K-012	9th floor kitchen	ABC	2.5								
DH-IL-040	Entry level hall @ Linen Clst.	ABC	10								
DH-B-041	Entry level T.V. studio	halon	5								
DH-11-003	Penthouse hall	ABC	5								
DH-11-005	Penthouse lounge	ABC	10								

*Return completed inspection forms to Environmental Health and Safety, 101 Huston Hall