EASTERN WASHINGTON UNIVERSITY

Fire Extinguisher Weekly Checklist

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. Inspection 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.