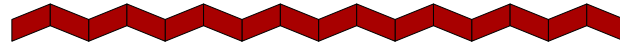




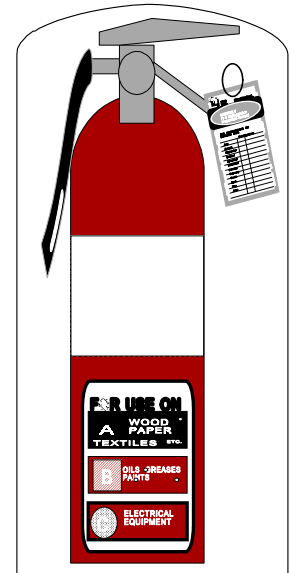
MONTHLY FIRE PREVENTION SELF INSPECTIONS



Safety & Security Fact Sheet

The following guide should be used by school-based personnel to conduct monthly fire extinguisher inspections.

- ✓ **WHEN** - Inspect all extinguishers during the first five school days of each month.
- ✓ **VISIBILITY** - Make sure extinguishers are clearly visible and not hidden by posters or plants.
- ✓ **ACCESSIBILITY** - Make sure that furniture or equipment does not block access to the extinguisher.
- ✓ **SEAL** - Check to make sure the safety pin is in place and secured by a breakaway seal.
- ✓ **CHARGE** - Check the pressure gauge to ensure that the extinguisher has a proper charge. Note: Carbon dioxide extinguishers do not have a pressure gauge.
- ✓ **VANDALISM** - Look inside the nozzle to make sure nothing has been inserted that would disable the extinguisher. Check the rubber hose for cuts. Check under the activation handle for paper or other obstructions.



DOCUMENTATION OF INSPECTIONS

Document all inspections conducted by school personnel by making an entry in the *Fire Activity Log* section of the **Fire Safety Manual**. If any problems are found, this is where a note can be made so that the corrective action by school staff, maintenance services, or field services can be monitored.

HELPFUL HINT: Some schools have written a number or letter code beside each alarm pull station, fire extinguisher, alarm horn, and exit door. By keeping a plan of the school in the **Fire Safety Manual**, with the key to the numbering plan marked, maintenance personnel can quickly identify the location of any problem described on a work order.

If you need assistance, call the safety section at 571-423-2010.