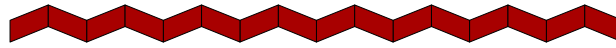




# SCHOOL-BASED FIRE EXTINGUISHER INSPECTIONS



## Office of Safety and Security Fact Sheet

Regulation 7352 (most recent version) Safety Procedures—Fires, Fire Alarms, Fire Drills, and Fire Safety Manual, prescribes responsibilities and procedures related to fire safety. Section VII of this regulation covers the use and maintenance of fire extinguishers, including a checklist that school staff should follow when inspecting extinguishers on a continuing basis.

✓ **WHY ARE MONTHLY INSPECTIONS NECESSARY WHEN THE OFFICE OF MAINTENANCE SERVICES PROVIDES A CONTRACTOR TO CONDUCT AN ANNUAL INSPECTION?**

An annual inspection is too infrequent to detect habitual vandalism or malfunctions that occur. Without monthly inspections, a fire extinguisher could be inoperable and no one would know until it was needed.

✓ **MUST MONTHLY INSPECTIONS BE DOCUMENTED?**

Yes. School staff should document inspections on the yellow cardboard tag that is attached to the mounting board.

✓ **WHY IS THE YELLOW TAG ATTACHED TO THE MOUNTING BOARD AND NOT THE EXTINGUISHER?**

The yellow tag serves as a way of documenting conditions at a specific location, while the extinguisher mounted tag documents the conditions of the extinguisher. When a fire extinguisher needs to be serviced, it is removed from the school and a replacement is hung in its place.

✓ **SHOULD PROBLEMS NOTED DURING THE INSPECTION BE MARKED ON THE YELLOW TAG?**

No. Only the inspector's signature and date should be marked on the tag. Problems noted during the inspection should be recorded in the *Fire Activity Log* section of the **Fire Safety Manual**. School staff should immediately correct conditions that hinder visibility and accessibility. Physical problems with the extinguisher itself should be reported immediately as a work order to the Office of Maintenance Services (OMS).

✓ **WHO WILL REPLACE THE MONTHLY INSPECTION TAG?**

**NEW INFORMATION FOR FALL 2004!** School staff replaces the tags. Additional tags, plastic cable ties, and adhesive tag hangers can be ordered via e-mail from Chuck Compton in Maintenance Services at ([Charles.Comptom@fcps.edu](mailto:Charles.Comptom@fcps.edu)). Be sure to state the quantity of tags needed in your request. Staple your previous year's tags together, and file them in the inside cover pocket of your **Fire Safety Manual** and retain for one year.

The image shows a yellow tag for monthly fire extinguisher inspections. At the top, it says 'MONTHLY MONTHLY MONTHLY' and 'Office of Maintenance Services'. The main title is 'MONTHLY Fire Extinguisher Inspection Record'. Below that, it says 'SEE INSTRUCTIONS ON REVERSE SIDE'. There are columns for 'Date' and 'Signature'. The months listed are July, August, September, October, November, December, January, February, March, April, May, and June. The tag is bordered by 'MONTHLY' on the sides.

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