

## City of Canton Building & Safety Services Portable Fire Extinguisher Inspection Checklist

Monthly inspection shall include a check of at least the following:

- Is the fire extinguisher unobstructed and accessible?
- Is it hung on a bracket?
- Is it positioned at a height no higher than four feet?
- Are the operating instructions on nameplate legible?
- Is the nozzle (hose) intact?
- Is the nozzle (hose) free and clear of debris?
- Is the pin intact?
- Is the anti-tamper (plastic) seal intact?
- Does the gauge show in the green – fully charged?
- Is the Service company tag attached, signed and dated (annual)?

### Corrective Action:

When an inspection of a fire extinguisher reveals a deficiency in any of the conditions listed above, immediate corrective action should be taken.

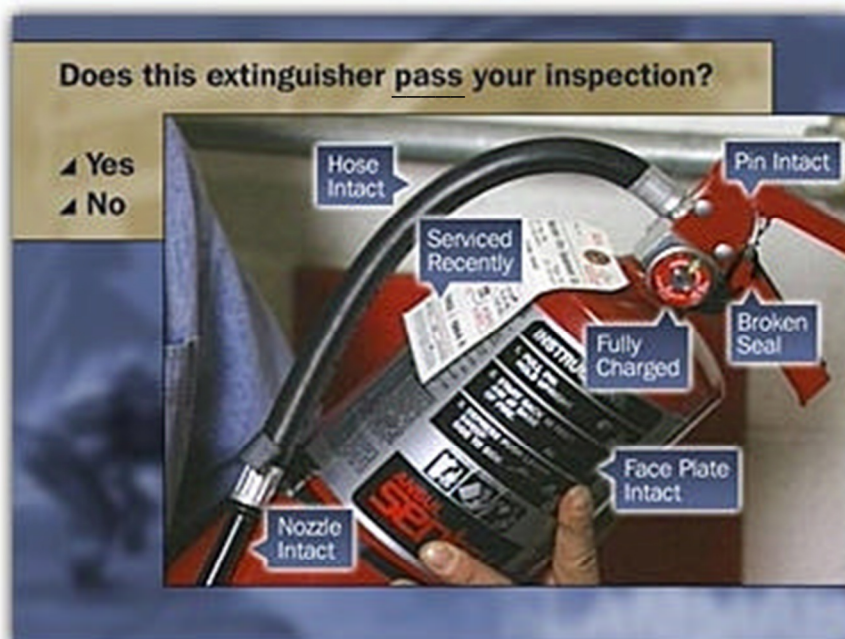
- Keep records of inspections.

### Inspections:

Monthly Inspection (*date & initial back of inspection tag*)

Annual Inspection

Six-Year Service / Twelve-Year Hydro Test



## When To Fight The Fire...

Fight the fire only if all of the following are true:

- Everyone has left or is leaving the building.
- The fire department is being called.
- The fire is small and confined to the immediate area where it started (wastebasket, cushion, small appliance, etc.).
- You can fight the fire with your back to a safe escape route.
- Your extinguisher is rated for the type of fire you are fighting and is in good working order.
- You are trained to use the extinguisher and know you can operate it effectively.

If you have the slightest doubt about whether you should fight the fire — **DON'T!** Instead, get out and close the door behind you.

### PROTECT YOURSELF AT ALL TIMES!

Stay low. Avoid breathing the heated smoke and fumes or the extinguishing agent.

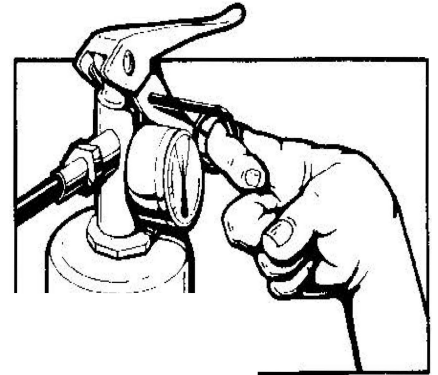
If the fire starts to spread or threatens your escape route, get out immediately!

## Remember:

If you are called on to use an extinguisher, just think of the word “**P.A.S.S.**”

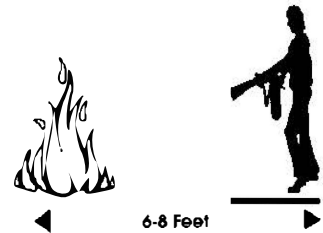
# PULL

the safety pin at the top of the extinguisher.



# AIM

the nozzle or hose at the base of the flames. Stay between six and eight feet away from the flames.



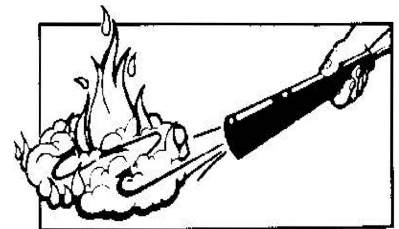
# SQUEEZE

or press the handle.



# SWEEP

from side to side at the base of the fire until it goes out.



By following these procedures, a fire can be extinguished in the quickest and safest manner possible.