

# INSTRUCTIONS FOR CREATING SUBFORM: 5.5-FEC-Monthly

**Follow these steps to create the form fields:**

## **STEP 1: Create an Info Text field**

**Content:** United Fire

## **STEP 2: Create a Single Select field**

**Description:** 5.5-M-FEC-1: Check to ensure that extinguisher is in correct designated location. Check visibility of extinguisher or means of indicating extinguisher location.

**Options:** Yes, No

## **STEP 3: Create a Single Select field**

**Description:** 5.5-M-FEC-1A: Record if extinguisher is missing or not visible. Replace fire extinguisher if missing. Clean any means (i.e. signs) that indicate extinguisher location and replace if they are damaged or faded.

**Options:** Yes, No

## **STEP 4: Create a Single Select field**

**Description:** 5.5-M-FEC-2: Check that access to fire extinguisher is unobstructed. Record any obstructions found. Remove any obstructions.

**Options:** Yes, No

## **STEP 5: Create a Single Select field**

**Description:** 5.5-M-FEC-3: Check that pressure gage or indicator is undamaged. Check pressure gage or indicator reading is in the operable range or position. Check indicator for non-rechargeable fire extinguishers using push to test pressure indicators.

**Options:** Yes, No

## **STEP 6: Create a Single Select field**

**Description:** 5.5-M-FEC-3A: Record pressure and if it is in acceptable range. If pressure is out of range replace or recharge fire extinguisher to appropriate pressure.

**Options:** Yes, No

## **STEP 7: Create a Single Select field**

**Description:** 5.5-M-FEC-4: Determine fullness of extinguisher by weighing or hefting. Record weight. Replace or recharge fire extinguisher if fullness is inadequate.

**Options:** Yes, No

## **STEP 8: Create a Single Select field**

**Description:** 5.5-M-FEC-5: Verify that operating instructions on nameplate are visible, legible and face outward.

**Options:** Yes, No

## **STEP 9: Create a Single Select field**

**Description:** 5.5-M-FEC-5A: Clean operating instructions on nameplate to make visible/legible. Reposition extinguisher to ensure nameplate on extinguisher faces outward. Replace nameplate or fire extinguisher if illegible or faded.

**Options:** Yes, No

## **STEP 10: Create a Single Select field**

**Description:** 5.5-M-FEC-6: Check for broken or missing safety seals and tamper indicators. Record missing or broken seal and replace. Replace fire extinguisher if necessary.

**Options:** Yes, No

**STEP 11: Create a Single Select field**

**Description:** 5.5-M-FEC-7: Examine for obvious physical damage, corrosion, leakage or clogged nozzle/hose. Record damage and replace fire extinguisher.

**Options:** Yes, No

**STEP 12: Create a Single Select field**

**Description:** 5.5-M-FEC-8: Records of inspections shall be maintained on each fire extinguisher via tag or label and include inspection checklist, findings,initials of inspector and company.

**Options:** Yes, No

**STEP 13: Create a Single Select field**

**Description:** 5.5-M-FEC-8A: In addition, a manual file or electronic document of all fire extinguishers and their respective inspections shall be maintained.

**Options:** Yes, No

**STEP 14: Create a Single Select field**

**Description:** 5.5-M-FEC-13: Inspect overall condition of cabinet for corroded or damaged parts and the following:(1) Difficult to open Repair(2) Cabinet door will not open fully.(3)Door glazing cracked or broken

**Options:** Yes, No

**STEP 15: Create a Single Select field**

**Description:** 5.5-M-FEC-13A: (4)If cabinet is break-glass type, is lock functioning properly?(5) Glass break device missing or not attached(6) Not properly identified as containing fire equipment(7) Visible obstructions

**Options:** Yes, No

**STEP 16: Create a Single Select field**

**Description:** 5.5-M-FEC-13B: (8) All hose, nozzles, fire extinguisher, etc.,easily accessible. Adjust, repair or replace components as necessary. Remove any obstructions. Provide missing identification.

**Options:** Yes, No