INSTRUCTIONS FOR CREATING SUBFORM: 5.5-FED-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-FED-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-FED-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-FED-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-FED-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-FED-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-FED-4: Determine fullness of extinguisher by weighing or hefting. Record weight. Replace or recharge fire extinguisher if fullnes is inadequate.

Options: Yes, No

STEP 8: Create a Single Select field

Description: 5.5-M-FED-5: Verify that operating insturctions on nameplate are visible, legible and face outward.

Options: Yes, No

STEP 9: Create a Single Select field

Description: 5.5-M-FED-5A: Clean operating insructions or naemplate 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-FED-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-FED-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-FED-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-FED-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-FED-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-FED-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-FED-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