

Approved By: Board of Directors	Adopted Date: 08/01/2017
Distribution: Operations	Revision Date(s):
Category: Administration & Governance	Reviewed Date(s):

Printed copies are for reference only. Please refer to the electronic copy of this document for the latest version.

PURPOSE:

Portable fire extinguishers are intended as the first line of defense in the event of a fire. It is important they work when needed. This Policy will outline how fire extinguisher service is performed.

POLICY:

All portable fire extinguishers shall be maintained as per NFPA 10 requirements:

- Portable fire extinguishers in all buildings shall be inspected by Open Door Community Health Centers staff once per month.
 - Extinguishers shall be inspected to be sure they are clearly visible and not obstructed.
 - Extinguishers checked for leaks, cracks, and dents.
 - Check year and month punched on the tag for currency.
 - Inspect the pressure gauge and be sure it is in the green zone.
 - Remove the extinguisher from the bracket and turn it upside down 4 or 5 times to feel if the powder inside is caked or lumpy.
 - Check the handle and be sure the safety pin is in place and secure.
 - If any of the extinguishers fail the visual inspection, call Corporate Services immediately for a replacement.
 - Document your inspection on the tag.
- Portable fire extinguishers in all buildings shall be visually inspected by a certified fire extinguisher service person annually.
 - Tags will be punched and placed on the inspected extinguisher.
 - If the extinguisher fails the visual inspection it shall be serviced immediately by the certified individual.
- Every six years the fire extinguisher shall be pressure tested or replaced.

REFERENCES:

National Fire Protection Association, NFPA 10, Standard for Portable Fire Extinguisher

Texas Tech University, El Paso Campus, Fire Extinguisher Monthly Inspection-Off Site Clinics, 2009

ASSOCIATED DOCUMENTS:

None

KEYWORD TAGS:

Fire, extinguisher, safety, training, firefighting