

FIRE EXTINGUISHER INSPECTION CHECKLIST

(Monthly Visual Inspection)

Monthly Visual Inspection

For the Month of Date

TASK	STATUS
Verify the extinguisher is in its designated location and properly mounted on the wall bracket or in the cabinet.	
Confirm the extinguisher is visible and not blocked by furniture, equipment, boxes, or signage.	
Check the pressure gauge — needle must be in the green zone (185–195 PSI). If not, remove from service and schedule maintenance.	
Confirm the safety pin is in place and the tamper seal/indicator is intact and unbroken.	
Inspect the exterior for dents, corrosion, rust, or physical damage to the cylinder.	
Check the hose and nozzle for cracks, blockages, or signs of deterioration.	
Verify the operating instructions label is present, facing outward, and legible. Verify the operating instructions label is present, facing outward, and legible.	
Lift or weigh the extinguisher to confirm it feels full. Significant weight loss may indicate a slow leak.	
For dry chemical units: gently invert or shake to prevent powder compaction inside the cylinder.	
Initial and date the inspection tag attached to the extinguisher. Record the month and year.	
<i>Additional Task:</i>	

Instructions:

NFPA 10 requires visual inspection at least every 30 days. These can be performed by building staff. If the pressure gauge is outside the green zone, the seal is broken, or there is physical damage, remove the extinguisher from service immediately and contact your fire protection company.

FIRE EXTINGUISHER INSPECTION CHECKLIST

(Annual Professional Maintenance)

Annual Professional Maintenance

Date

TASK	STATUS
Schedule annual maintenance with a licensed and certified fire protection company per NFPA 10 Section 7.3.	
Technician conducts a thorough external examination of all extinguishers for physical damage, corrosion, or leaks.	
Technician verifies the pressure gauge accuracy and tests the operating mechanism.	
Technician inspects the hose, nozzle, and discharge valve for cracks, blockages, or wear.	
Technician checks the extinguishing agent condition and weight. Recharges if below spec.	
Technician confirms the HMIS (Hazardous Material Identification System) label is present and legible.	
Technician installs a new tamper seal after maintenance is complete.	
Technician attaches a new annual service tag showing: company name, technician ID, date, and next service due date.	
Technician provides a written service report listing all extinguishers inspected, findings, and any units removed from service.	
<i>Additional Task:</i>	

Instructions:

Annual maintenance must be performed by a certified fire protection professional per NFPA 10 Section 7.3 and OSHA 29 CFR 1910.157. Building staff cannot perform annual maintenance. New tamper seals and service tags are required after every annual service.

FIRE EXTINGUISHER INSPECTION CHECKLIST

(6-Year Internal Examination)

6-Year Internal Examination

Date

TASK	STATUS
Schedule 6-year internal examination for all stored-pressure dry chemical extinguishers per NFPA 10.	
Certified technician discharges the extinguisher into an approved container.	
Technician disassembles the extinguisher and inspects the cylinder interior for corrosion, pitting, or damage.	
Technician inspects all internal components: valve stem, spring, O-rings, and siphon tube.	
Technician replaces any worn or damaged internal parts per manufacturer specifications.	
Technician recharges the extinguisher with the correct agent type and amount.	
Technician installs a new 6-year verification collar between the cylinder and valve assembly.	
Technician re-seals, re-tags, and returns the extinguisher to service with updated documentation.	
<i>Additional Task:</i>	

Instructions:

Required for all stored-pressure dry chemical extinguishers per NFPA 10. The 6-year verification collar installed between the cylinder and valve is proof that the examination was completed. Units without the collar after 6 years must be removed from service.

FIRE EXTINGUISHER INSPECTION CHECKLIST

(Hydrostatic Testing)

Hydrostatic Testing

Date

TASK	STATUS
Schedule hydrostatic testing per NFPA 10 intervals: every 5 years (CO2, wet chemical) or every 12 years (dry chemical, water, foam).	<input type="checkbox"/>
Certified technician removes the extinguisher from service and transports to an approved testing facility.	<input type="checkbox"/>
Technician conducts a hydrostatic pressure test on the cylinder to verify structural integrity.	<input type="checkbox"/>
If the cylinder fails the pressure test, it must be permanently removed from service and destroyed.	<input type="checkbox"/>
If the cylinder passes, the technician recharges and re-certifies the extinguisher.	<input type="checkbox"/>
Technician stamps the hydrostatic test date on the cylinder or attaches a permanent label.	<input type="checkbox"/>
Technician returns the extinguisher to its designated location with updated service documentation.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Hydrostatic testing intervals per NFPA 10: CO2 and wet chemical extinguishers every 5 years. Dry chemical, water, and foam extinguishers every 12 years. If a cylinder fails the pressure test, it cannot be repaired – it must be destroyed and replaced.

FIRE EXTINGUISHER INSPECTION CHECKLIST

(Placement & Compliance Audit)

Placement & Compliance Audit

Date

TASK	STATUS
Verify extinguishers are located within 75 feet of travel distance in all areas per NFPA 10.	<input type="checkbox"/>
Confirm the correct class of extinguisher is installed for each area's hazard type (A, B, C, D, or K).	<input type="checkbox"/>
Verify Class K extinguishers are installed in commercial kitchen cooking areas within reach of cooking equipment.	<input type="checkbox"/>
Check that extinguisher mounting height meets code: handle no higher than 5 ft (units over 40 lbs) or 3.5 ft from floor.	<input type="checkbox"/>
Confirm all extinguisher locations are marked with signage visible from normal approach distance.	<input type="checkbox"/>
Verify no extinguisher is installed in a location where temperatures drop below 40°F or exceed 120°F.	<input type="checkbox"/>
Confirm all staff have received annual fire extinguisher training per NFPA 10 and OSHA 29 CFR 1910.157.	<input type="checkbox"/>
Verify that staff know the PASS method: Pull the pin, Aim low, Squeeze the lever, Sweep side to side.	<input type="checkbox"/>
<i>Additional Task:</i>	<input type="checkbox"/>

Instructions:

Conduct a placement audit at least annually or whenever the building layout changes. NFPA 10 requires Class K extinguishers in commercial kitchens. OSHA 29 CFR 1910.157 requires annual employee training on fire extinguisher use. Document all training sessions.

FIRE EXTINGUISHER INSPECTION CHECKLIST

Documentation and Compliance

Date

TASK	STATUS
Maintain a master inventory of all fire extinguishers: location, type, size, serial number, manufacture date, and service history.	
Keep monthly inspection tags on each extinguisher with initials and date of last inspection.	
File annual maintenance service reports from the certified fire protection company.	
File 6-year internal examination records and hydrostatic test certificates.	
Record the date of the most recent employee fire extinguisher training session.	
Keep all records on-site and accessible for fire marshal, OSHA inspector, and insurance auditor review.	
Track extinguisher expiration dates. Remove and replace any unit that fails inspection, testing, or exceeds its service life.	
<i>Additional Task:</i>	

Instructions:

NFPA 10 Section 7.1.1 states the building owner is responsible for inspection, maintenance, and recharging of all fire extinguishers on their property. Records must be available for fire marshal, OSHA, and insurance review at any time.