

## INSPECTION, TEST, MAINTENANCE & RECHARGE GUIDE

Portable fire extinguishers are the first line of defense against small fire. All fire/life safety equipment has a schedule of inspection, test, and maintenance to keep it in compliance with regulations.

### Portable Fire Extinguishers Schedule of Maintenance

Monthly Inspection: this “quick check” can be performed by the extinguisher owner, or an employee. Some businesses prefer to have the monthly inspection completed by their fire extinguisher service company.

Each fire extinguisher is inspected at the time it is placed in service and monthly (30 days) thereafter. More frequent inspections may be warranted if they are installed in locations prone to tampering, damage or rust.

#### Minimum Inspection Procedures:

- Make sure it is in its designated place
- Ensure it is visible or that signs clearly show where the extinguisher is located
- Must be easily accessible – don’t let it get blocked
- Ensure the pressure gauge is in the operable range
- Ensure it is full by weighing it – or after some practice you can tell by “hefting” it
- For wheeled extinguishers check the condition of tires, wheels, carriage, hose, and nozzle
- A non-rechargeable extinguisher has a push-to-test indicator rather than a gauge
- Record the date of inspection and the person who did it on the back of the Service Tag, a separate label affixed to the cylinder as well as on a paper or electronic report.
- Keep the monthly reports for at least 12 months.

#### Minimum Maintenance Procedures:

- Refer to the manufacturer’s service manual for tasks specific to the model
- Thoroughly examine all the mechanical parts of the extinguisher
- Install a new tamper seal
- Weigh
- Place new Service Tag indicating service performed, date, technician, company on the unit
- Update service record for the year if applicable.
- Keep service records according to local AHJ requirement.

#### Internal Maintenance Procedures:

- Discharge and perform thorough inspection of extinguisher interior shell and parts, including condition of the agent.
- Reassemble, place correct service verification collar around the neck of cylinder
- Recharge to proper pressure
- Record internal maintenance on approved 6-yr Maintenance label on back of cylinder
- Perform external maintenance procedures

#### Recharge a used fire extinguisher:

- Follow Internal Maintenance Procedures

- Supply the fire extinguisher chemical in the quantity and manufacture blend called for in the service manual.
- Complete internal procedures
- Complete external procedures

Hydrostatic Test Procedures:

- Discharge and perform thorough inspection of extinguisher interior shell and parts
- Perform thorough inspection of extinguisher external parts, including condition of agent
- Perform pressure test on empty cylinder following manufacturer's service guidelines
- Record test results in company's permanent log and on approved hydrotest label for low pressure cylinders or stamp required data on shoulder of high-pressure cylinder
- Reassemble, place correct service verification collar around neck of cylinder
- Recharge to correct service pressure
- Complete external maintenance procedures

These are minimum procedures for the most common portable fire extinguishers. Cartridge operated, wheeled unit, automatic units have different procedures.