Emergency/Exit Lights

Procedures for Monthly Inspection: Depress Test Button and Hold for 30 seconds.

Procedures for Annual Inspection: Activate Emergency Lights for 1 hour 30 minutes.

If lights flicker, dim, or go out before test time ends, report as out-of-compliance and repair.

No.	Location	Annual	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Initials of Inspector:														

FIRE EXTINGUISHERS

Procedures for Monthly Inspection. Check for the following:

1 Extinguisher is in designated location.
2. Operating instructions facing outward.
3. Pressure gauge in proper range (green).
4. Nozzle not cracked or clogged.
5. Access not blocked by other items.
6. Tamper Indicators and seals unbroken.
7. No corrosion, leakage, or physical damage.
8. Extinguisher full (test by hefting).
9. The annual inspection tag is in place.
10. ABC - extinguishers: loosen the powder by inverting/shaking.
11. Date and initial inspection tag.

If extinguisher fails any part, remove from service and immediately notify the vendor for repair.