

ACME COMPANY

FIRE EXTINGUISHER CHECKLIST




Millstone Avenue - Rutherford | Millstone Avenue,

THURSDAY 24TH JULY 2025

SUMMARY

Overall, the fire extinguisher inspection program is compliant and well-documented. However, accessibility and labeling issues were noted on two units and should be corrected promptly to maintain safety standards.

Fire Extinguisher

Q#	QUESTION	RESPONSE
1.	Is the fire extinguisher located in a designated place at a reasonable height that can be accessible to both mobile and non-mobile individuals?	YES
2.	Is there no obstruction to access or visibility, ensuring that there are no objects in front of the extinguisher, on the floor, or below the extinguisher, etc.?	NO
		
24 Jul 25 06:39 PM		
Boxes were stacked in front of the extinguisher, partially blocking access.		
3.	Are the operating instructions on the nameplate ensured to be legible and facing outward?	YES
4.	Are safety seals and tamper indicators intact or missing?	YES
5.	Is the extinguisher picked up and ensured it is not empty?	YES
6.	Is the fire extinguisher examined for physical damage, corrosion, leakage, or a clogged nozzle?	YES
7.	Is the pressure gauge reading or indicator within the operable range or position, ensuring it is within the green range on the indicator?	YES
8.	Are the condition of tires, wheels, carriage, hose, and nozzle checked?	YES

9. Is the Hazardous Materials Identification System (HMIS) label in place? **NO**
HMIS label was faded and unreadable on one extinguisher.

Inspection Record keeping

Q#	QUESTION	RESPONSE
10.	Do personnel making inspections keep records of all fire extinguishers inspected, including those found to require corrective action?	YES
11.	Is the date of the inspection and the initials of the person conducting the inspection recorded at least monthly?	YES
12.	Are records kept on an attached tag or label to the fire extinguisher or on an inspection checklist maintained on file?	YES

COMMENTS & ACTION PLAN

Fire Extinguisher >> Fire Extinguisher		PRIORITY	High
(AC10051) Is there no obstruction to access or visibility, ensuring that there are no objects in front of the extinguisher, on the floor, or below the extinguisher, etc.?		DUE DATE	26 Jul 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No' - Boxes were stacked in front of the extinguisher, partially blocking access.		
ACTION REQUIRED	Clear the obstruction and ensure the area is kept free of storage. Reinforce policy with staff.		

Fire Extinguisher >> Fire Extinguisher		PRIORITY	Medium
(AC10050) Is the Hazardous Materials Identification System (HMIS) label in place?		DUE DATE	28 Jul 25
		ASSIGNEE	Jennifer Hunt
FINDINGS	'No' - HMIS label was faded and unreadable on one extinguisher.		
ACTION REQUIRED	Replace the HMIS label to maintain compliance and ensure safety visibility.		

DECLARATION



Auditor
(Jennifer Hunt)

AUDITOR'S LOCATION