



Fire Extinguisher Self-Inspection

Six Year Interval Fire Extinguisher Inspection Program

Dear Business Owner/Occupant,

Attached is an inspection program that businesses can perform which will allow a six-year interval between complete servicing of certain fire extinguishers.

If the attached procedures are followed, the Olympia Fire Department will not require the participating business to have the annual servicing by fire extinguisher servicing companies performed.

A note of caution, however, if you elect to participate in the program, other organizations such as your insurance company, certain licensing agencies, etc., may require the annual servicing. Please check with them before starting the program.

The Olympia Fire Department Inspector can help you with any questions you may have. If questions arise after they leave, do not hesitate to call us at **360.753.8348**.

Inspection Procedures

NOTE: Original tag is to remain on each extinguisher. If the tag is missing, we will require service by a fire extinguisher company.

Do a "quick check" to insure that the extinguisher(s) is available at its proper location in case of an emergency.

Seeing that the extinguisher(s) is fully charged and ready by checking the following items:

- Seals: intact and unbroken.
 - The seal insures the safety pin or locking device preventing accidental discharge. When the seal is broken, this is an indication that the extinguisher is of questionable reliability and should be examined by a fire extinguisher company.
- Nozzles, Horns, Hoses: if plugged, broken, cut or otherwise damaged, the extinguisher must be serviced.
- Dry Chemical Only: to insure that the dry chemical is loose, invert and shake. Vibration and periods of unuse causes powder to compress.
- Gauges: the gauge needle is to be in the proper position (usually area of "full charge") indicating enough propellant to make the extinguisher expel the powder.

- Check for any other obvious physical damage such as corrosion, leakage, etc.

Remember, when an inspection reveals that tampering has occurred, or that the extinguisher is damaged, impaired, under or overcharged, or has obvious corrosion, the extinguisher must have maintenance performed on it by a fire extinguisher service company.

When extinguishers are out of service for maintenance or recharge, spare extinguishers having the same classification and at least equal rating must be temporarily placed in service to maintain continuity and availability.

Record Keeping

1. Those making inspections must keep records for extinguishers that were found to be in need of repair. The records must be available for the Fire Inspector.
2. At least quarterly the date the inspection was performed and the initials of the person performing the inspection shall be recorded on the back of the "service record tag" affixed to the extinguisher. If preferred, the same record sheet as in #1 above may be used and made available to the Fire Inspector.

Exceptions

The exceptions to the 6-year service rule are loaded steam anti-freeze, foam, CO2, the pump can type which require annual servicing. Your fire extinguisher service representative can show you which ones those are at your place of business.

Questions?

Contact the Olympia Fire Department inspector at **360.753.8348** or **fire@ci.olympia.wa.us**.