

**Title:** Fire Extinguisher Maintenance Policy  
**Adopted on:** October 26, 2020  
**Adopted by:** City Manager  
**Jurisdiction of Policy:** Safety Coordinator  
**Revision Date:** March 4, 2021

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**1. PURPOSE**

The purpose of this Fire Extinguisher Maintenance Program is to outline the basic operation of the fire extinguisher checks as well as the guideline for service and maintenance of fire extinguishers for the City of Weyburn.

**2. APPLICABLE TO**

This is applicable to all City of Weyburn facilities, vehicles and equipment that contain fire extinguishers and to the staff directed to inspect and maintain them.

**3. MONTHLY INSPECTION RESPONSIBILITY**

Each facility will set up a rotation of employees to inspect the portable fire extinguishers each month. This ensures that employees are familiar with the location, type and size of fire extinguishers in the event of a fire at their facility. The Maintenance Foreman will continue to inspect the Public Library portable fire extinguishers. The Safety Coordinator will send a monthly calendar reminder to the following individuals for them to delegate to their staff.

**City Hall** – City Manager

**Museum** – Museum staff

**Police Station** – Office Manager

**Public Library** – Maintenance Foreman

**Credit Union Spark Centre** – Director of Leisure Services

**Leisure Center** – Facilities Foreperson

**Public Works Facilities (incl. lift stations/landfill)** – Superintendent PW

**Jubilee, Cemetery, River Park/Root cellar** – Parks Manager

**Vehicles & Equipment** – Store/Yard Clerk

**Water Treatment Plant** – Superintendent of Water Treatment Plant

**Fire Hall** – Fire Chief

**Arena's (CPP, Tom Zandee & Turner Museum)** – Facilities Manager

**4. MONTHLY INSPECTION REQUIREMENTS**

Each fire extinguisher gets a physical check completed monthly as per *Occupational Health and Safety Regulations, 2020* Section 25-3 and National Fire Protection Association 7.2.4.3, 7.2.4.4, 7.2.4.5. The things being looked at are as follows:

- a) Confirm the extinguisher is visible, unobstructed, and in its designated location.
- b) Verify the locking pin is intact and the tamper seal is unbroken.
- c) Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle.
- d) Identify that the pressure gauge reading or indicator is in the operational range or position.
- e) Date the inspection tag or punch hole in corresponding month.
- f) Initial the inspection tag.
- g) Hand in the filled out Monthly Fire Extinguisher Inspection Checklist to the Safety Department who will upload them to the Z-drive and transfer the information to the electronic spreadsheet found in <Z:\Safety\Inspections\Fire Extinguishers>

**5. MOBILE EQUIPMENT FIRE EXTINGUISHER CHECKS**

- a) The operator of the piece of equipment must complete the fire extinguisher check on the Daily Equipment Inspection form.

**6. SERVICE & MAINTENANCE**

All fire extinguishers are to be inspected yearly, internally inspected every six years, and hydrostatically tested every twelve years by a qualified person. The City of Weyburn has a contractor come to our facilities to do the yearly inspections, at which time if any require a six year or hydro test they will ensure that is conducted. Vehicle and equipment extinguishers are taken to the Contractor's shop every year. Records will be sent to Store/Yard Clerk as well as Safety Coordinator to update inventory and maintenance tracking spreadsheets.

**7. MONTHLY FIRE EXTINGUISHER INSPECTION CHECKLIST**



**MONTHLY FIRE EXTINGUISHER  
INSPECTION CHECKLIST**

Monthly Portable Fire Extinguisher Inspection Checklist			
Date: _____ (D) _____ (M) _____ (Y)			Facility:
Time: _____			Employee:
<i>To avoid injury, it is recommended you do not lift extinguisher upside down on your inspection to loosen powder. Your fire protection provider will do this on their annual inspection.</i>			
Checked		The following items shall be checked on <b>ALL FIRE EXTINGUISHERS</b> at the facility and documented:	
N/A	Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Located in designated place, visible and with signage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mounted in an easily accessible place, no debris or material stacked in front of it.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Hung on a bracket and positioned at a height no higher than four feet
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Service company tag attached, signed and dated (annual)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Inspection tags are current (does not need service or testing)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Safety pin is in place and fastened with the security seal. Nothing else should be used in place of the pin.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Label is clear, legible and extinguisher type and instructions can be read easily. (name place face the user)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pressure gauge is in the green and is not damaged or showing "recharge"
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Discharge hoses/nozzle is in good shape and not clogged, cracked or broken
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The fire extinguisher has seals/tamper indicators that are not broken/missing
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shows no sign of physical damage, leakage or clogging (handle intact and not bent)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sign/sticker indicating location is posted
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Extinguisher type designated for that particular location (make sure extinguishers have not been incorrectly place)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Maintenance logs kept/updated as necessary whenever repairs/complaints are made
<b>If there is a fire extinguisher on site that does not pass the monthly inspection, notify the safety department immediately.</b>			
<i>f deficiencies found please state here corrective actions taken:</i>			