



Sierra Vista Child & Family Services Fire Extinguisher Tracking

Year:	Program:	Facility Address:
Inspection Conducted by:	Supervisor:	Site Contact Phone #:

<p>Directions: <i>Note:</i> Fire Extinguishers at all facilities must be serviced annually. Check fire extinguisher MONTHLY to ensure that they are ready to use at all times. <i>Attestation:</i> By checking the monthly box, you are attesting that you have completed the inspection and have initialed and dated the tag on each fire extinguisher. <i>Sign-In Check:</i> Each month, verify whether or not the Sign-In Log matches staff that are present or absent.</p>	<ol style="list-style-type: none"> 1. Locate all fire extinguishers within the site and list below. 2. Visually inspect that the arrow on the gauge is in the green region. 3. Visually inspect the following items on the fire extinguisher: 1) the extinguisher is available in the designated location, 2) the correct ABC type of extinguisher is available, 3) check for broken parts, 4) check to make sure device is fully charged, 5) check for ease of access to the device. 4. Initial and date tag on fire extinguisher 5. Place a check mark in the box for the respective month after completing the fire extinguisher inspection. 6. If the person in the Site Safety Officer (SSO) role leaves the position, he/she should sign and date the form, and cross out the empty months. When the next SSO is appointed, a new form is started. 7. Scan in monthly to Maintenance, keep original in Environment of Care binder.
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Inventory

Is Sign-In Log Accurate?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	No	No	No	No	No	No	No	No	No	No	No	No

Fire Extinguisher #	Location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Signature:	Date:
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Note: If the Site Safety Officer leaves the assigned position, sign and date on the last day of duty.