

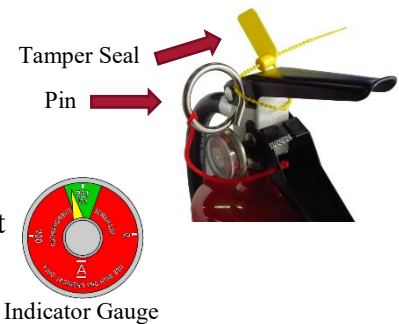
Responsibilities

Residential/Community Advisors must check the fire extinguishers in their area weekly to ensure they are present and show no signs of damage. Any missing or damaged extinguishers must be reported to the Work Order Desk so that they can be replaced or fixed.

The Residential Life Coordinators should collect the inspection sheets from the Residential/Community Advisors monthly and send them to the Fire Protection Engineer. They can be mailed to Mike Lunneborg in ROZ 101 or scanned and emailed to mlunneborg@ewu.edu.

Instructions

1. Perform weekly inspections of fire extinguishers; ensure that:
 - a. The extinguisher is in the correct location
 - b. It doesn't appear damaged (e.g. dents or corroded body)
 - c. The Pin and Tamper Seal are in place
 - d. The indicator gauge, when present, is in the green segment
 - e. There is no sign of discharge



2. For the first inspection of every month, sign the Inspection Card on the extinguisher.



Inspection Card, front and back



3. Report any damage, discharge, defects, or missing extinguishers promptly to the Work Order Desk at 359-2245.

If you have any questions, contact the Fire Protection Engineer at 359-4576 or Environmental Health and Safety at 359-6496.



Weekly Fire Extinguisher Checklist Dressler Hall

_____ / _____ Inspected
 Month Year

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
10 th Floor Hall near 1004	ABC	10								
10 th Floor Hall near 1014	ABC	10								
10 th Floor Kitchen	ABC	2.5								
1 st Floor Directors Apt., Rm. 111	ABC	2.5								
1 st Floor Hall @ Rm. 124	ABC	10								
1 st Floor by inner stairs / Rm. 130	ABC	10								
1 st Floor Kitchen Rm. 106	ABC	2.5								
1 st Floor Laundry Rm. 122	ABC	5								
2 nd Floor Hall near Rm. 204	ABC	10								
2 nd Floor Hall near Rm. 214	ABC	10								
2 nd Floor Hall near Kitchen	ABC	2.5								
3 rd Floor Hall near Rm. 304	ABC	10								
3 rd Floor Hall near Rm. 314	ABC	10								
3 rd Floor Hall near Kitchen	ABC	2.5								
4 th Floor Hall near Rm. 404	ABC	10								
4 th Floor Hall near Rm. 414	ABC	10								
4 th Floor Hall near Kitchen	ABC	2.5								
5 th Floor Hall near Rm. 504	ABC	10								

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
5 th Floor Hall near Rm. 514	ABC	10								
5 th Floor Hall near Kitchen	ABC	2.5								
6 th Floor Hall near Rm. 604	ABC	10								
6 th Floor Hall near Rm. 614	ABC	10								
6 th Floor Hall near Kitchen	ABC	2.5								
7 th Floor Hall near Rm. 704	ABC	10								
7 th Floor Hall near Rm. 714	ABC	10								
7 th Floor Hall near Kitchen	ABC	2.5								
8 th Floor Hall near Rm. 804	ABC	10								
8 th Floor Hall near Rm. 814	ABC	10								
8 th Floor Hall near Kitchen	ABC	2.5								
9 th Floor Hall near Rm. 904	ABC	10								
9 th Floor Hall near Rm. 914	ABC	10								
9 th Floor Hall near Kitchen	ABC	2.5								
Entry Level Hall @ Linen Closet	ABC	10								
Entry Level T.V Studio	Halon	5								
Penthouse Hall	ABC	5								
Penthouse Lounge	ABC	10								

**Send completed forms to: Fire Protection Engineer, ROZ 101
 or email: mlunneborg@ewu.edu**