

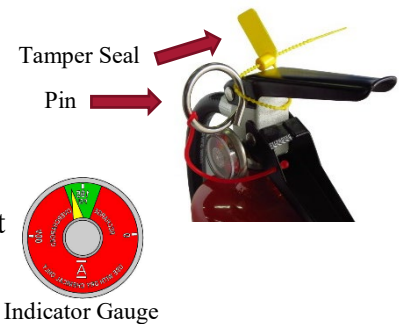
## Responsibilities

**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](mailto: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.

\_\_\_\_\_ / \_\_\_\_\_ Inspected  
 Month Year

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
1S East end of Hall near Rm. 103	ABC	10								
1S Hall East of Laundry near Rm. 112	ABC	10								
1S Hall west of Laundry near Rm. 120	ABC	2.5								
1S Laundry Rm.	ABC	2.5								
1S West end of hall near Rm. 131	ABC	10								
1 <sup>st</sup> Floor Rm. 136A	ABC	10								
1 <sup>st</sup> Floor Rm. 138	ABC	2.5								
2N East end of Hall, near Rm. 252	ABC	5								
2N Hall East of Laundry near Rm. 263	ABC	10								
2N Hall west of Laundry near Rm. 271	ABC	10								
2N Laundry Rm.	ABC	2.5								
2N west end of Hall near Rm. 280	ABC	10								
2 <sup>nd</sup> Floor Lounge, near Rm. 235	ABC	2.5								
2 <sup>nd</sup> Floor, Near Rm. 244	ABC	10								
2S East end of Hall, Near Rm. 220	ABC	10								
2S East of Laundry near Rm. 231	ABC	2.5								
2S Hall West of Laundry Rm. 212	ABC	10								

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
2S Laundry Rm.	ABC	10								
2S West end of Hall	ABC	2.5								
3N East end of Hall, near Rm. 352	ABC	10								
3N Hall East of Laundry, near Rm. 363	ABC	10								
3N Hall West of Laundry, near Rm. 371	ABC	2.5								
3N Laundry Rm.	ABC	10								
3N West end of Hall near Rm. 382	ABC	10								
3S East end of Hall, near Rm. 303	ABC	2.5								
3S Hall East of Laundry, near Rm. 312	ABC	10								
3S Laundry Rm.	ABC	10								
3S West end of Hall near Rm. 331	ABC	2.5								
4N East end of Hall, near Rm. 452	ABC	10								
4N Hall east of Laundry, near Rm. 463	ABC	10								
4N Hall west of Laundry, near Rm. 471	ABC									
4N Laundry Rm.	ABC	2.5								
4N West end of Hall, near Rm. 480	ABC	10								

**Send completed forms to: Fire Protection Engineer, ROZ 101  
or email: [mlunneborg@ewu.edu](mailto:mlunneborg@ewu.edu)**