

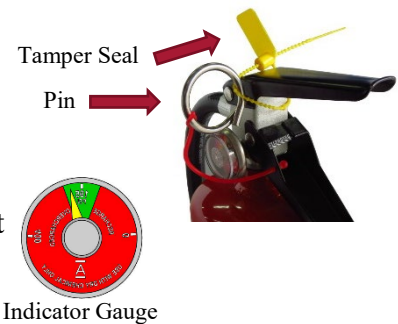
Responsibilities

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 Pearce Hall

_____ / _____ Inspected
 Month Year

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
10 th Floor Hallway by 1021	ABC	10								
10 th Floor Hallway by 1026	ABC	10								
10 th Floor Kitchen	ABC	5								
11 th Floor Hallway by 1121	ABC	10								
11 th Floor Hallway by 1126	ABC	10								
11 th Floor Kitchen	ABC	5								
12 th Floor Hallway by 1221	ABC	10								
12 th Floor Hallway by 1226	ABC	10								
12 th Floor Kitchen	ABC	5								
1 st Floor Hallway by 114	ABC	10								
1 st Floor Hallway by Directors Apt.	ABC	10								
1 st Floor Kitchen, 103	ABC	2.5								
1 st Floor Mechanical Rm.	ABC	10								
2 nd Floor Hallway by 221	ABC	10								
2 nd Floor Hallway by 226	ABC	10								
2 nd Floor Kitchen	ABC	5								
3 rd Floor Hallway by 321	ABC	210								
3 rd Floor Hallway by 326	ABC	10								
3 rd Floor Kitchen	ABC	5								

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
4 th Floor Hallway by 421	ABC	5								
4 th Floor Hallway by 426	ABC	5								
4 th Floor Kitchen	ABC	5								
5 th Floor Hallway by 521	ABC	10								
6 th Floor North Hall	ABC	10								
5 th Floor Hallway by 526	ABC	10								
5 th Floor Kitchen	ABC	5								
6 th Floor Hallway by 621	ABC	10								
6 th Floor Hallway by 626	ABC	10								
6 th Floor Kitchen	ABC	5								
7 th Floor Hallway by 721	ABC	10								
7 th Floor Hallway by 726	ABC	5								
7 th Floor Kitchen	ABC	5								
8 th Floor Hallway by 821	ABC	5								
8 th Floor Hallway by 826	ABC	5								
8 th Floor Kitchen	ABC	5								
9 th Floor Hallway by 921	ABC	10								
9 th Floor Hallway by 926	ABC	5								
9 th Floor Kitchen	ABC	5								
Basement Hallway	ABC	10								
Penthouse	ABC	10								

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