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| FACILITY: |  | LOCATION: |  |
| PHONE: |  | DATE: |  | CONTACT PERSON: |  |

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| **LOCATION/FISH NUMBER** | **TYPE FIRE EXTINGUISHER****ABC/HALON/CO-2/OTHERS** | **DATE ON TAG****PUNCHED** | **COMMENTS** |
| Cafeteria Hood System |  |  |  |
| Sprinkler System |  |  |  |
| Science Lab Fume Hood System |  |  |  |
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**CONDITION OF UNIT**

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| --- | --- | --- | --- | --- | --- |
| **UNIT ACCESSIBLE** | **DISCHARGED** | **MISSING** | **VANDALIZED** | **UNITS REPLACED** | **SPARES ON HAND** |
| **PLEASE SEND TO THE ATTENTION OF: ENVIRONMENTAL HEALTH & SAFETY COORDINATOR, MAINTENANCE DEPARTMENT** |

**(OVER)**

**TO BE DONE MONTHLY**

1. CHECK PRESSURE GAUGE. THE POINTER INDICATOR SHOULD BE IN THE GREEN SECTOR OF THE DIAL.
2. CHECK INSPECTION TAG FOR EXPIRATION DATE. ANNUAL INSPECTION DUE DATE SHOULD BE PUNCHED.
3. CHECK LOCK-PIN AND SEAL-STRIP; MAKE SURE BOTH ARE IN PLACE.
4. CHECK HOLDING BRACKET OR HOOK FOR LOOSENESS AND SECURITY.
5. IF FIRE EXTINGUISHER IS FOUND IN NEED OF SERVICE, MAINTENANCE, RECHARGE OR INSPECTION, REMOVE FROM STATION, REPLACING IT FROM THE SPARE SUPPLY.
6. REPLACE FROM SPARES, ANY FIRE EXTINGUISHER FOUND MISSING FROM ASSIGNED SPACE. NOTIFY THE SAFETY OFFICE WHEN ALL SPARES ARE USED, THE SERIAL NUMBER AND THE TYPE OF FIRE EXTINGUISHER. (850) 617-1777.