FIRE EXTINGUISHER INSPECTION CHECKLIST AND MONTHLY LOG

Building		Year	
Inspected by			

Monthly check: look at these on every extinguisher

Do the whole check on each extinguisher, tick the tag, then initial that unit's box for the month on the next page. The lines are what you look at; the grid is what you write. A line you can't tick is a defect to write up.

Item	OK	Defect	Notes
In its place. Defect if: not at its bracket or marked spot	☐	☐	
Visible and clear to reach. Defect if: anything stacked, parked or hung in front; sign hidden	☐	☐	
Pin and tamper seal. Defect if: pin missing or seal broken	☐	☐	
Pressure gauge. Defect if: needle outside the green, on units with a gauge	☐	☐	
Full. Defect if: feels light, or weighs less than the label says	☐	☐	
Body. Defect if: dents, rust, corrosion or leaks	☐	☐	
Hose and nozzle. Defect if: cracked, blocked or damaged	☐	☐	
Instructions. Defect if: the label facing out is missing or unreadable	☐	☐	
Mounting. Defect if: bracket or hook loose, or the unit is on the floor	☐	☐	
Service tag. Defect if: missing, or the annual date is over 12 months old	☐	☐	
K-class by cooking line (kitchens only). Defect if: missing, or not within reach of the fryers	☐	☐	
Hood system tag current (kitchens only). Defect if: no tag, or the service date is over 6 months old	☐	☐	
Initial and date the tag, then the grid	☐	☐	

Defects

One row per defect. Pull the unit and put another in its place the same day.

Date	ID	Defect and action	Work order	Initials

12-month grid: initials for each month

One row per extinguisher. Print more pages for more units.

ID	Location	Type	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Service dates: from each unit's tag and label

Annual service is due 12 months after the date on the tag. Hydro and 6-year dates come from your service company.

ID	Last annual service	Next annual due	6-year maintenance due	Hydro test due

Sign-off

Reviewed by (name)	
Signature and date	

Free template from goodtaco.ai/blog/fire-extinguisher-inspection-checklist. Copy, change and print it as you like.