



# NMSU FIRE DEPARTMENT FIRE EXTINGUISHER ANNUAL CHECKLIST



**PROPERTY INFORMATION**

Name of property: \_\_\_\_\_

Address: \_\_\_\_\_

**Procedures for Fire Extinguisher Inspection**

Check for the following:

- |  |   |   |
|--|---|---|
| 1. Extinguisher is in designated location. | 5. Access not blocked by other items.         | 9. The annual inspection tag is in place. |
| 2. Operating instructions facing outward.  | 6. Tamper Indicators and seals unbroken.      | 10. Date and initial inspection tag.      |
| 3. Pressure gauge in proper range.         | 7. No corrosion, leakage, or physical damage. | 11. Dry chemical extinguishers only:      |
| 4. Nozzle not cracked or clogged.          | 8. Extinguisher full (test by hefting).       | Loosen the powder.                        |

If extinguisher fails any part, remove from service and immediately notify the vendor, owner, and supervisor of the area.

Number	Size	Type	Location	Annual Inspection Date	#1	#2	#3	#4	#5	#6	#7	#8	#9	#10	#11

*This form is to be completed by the system inspection and testing contractor at the time of a system test.*  
 Attach additional sheets, data, or calculations as necessary to provide a complete record. Number of Supplemental Form(s) Attached: \_\_\_\_\_