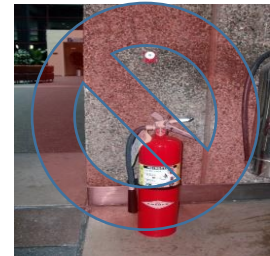




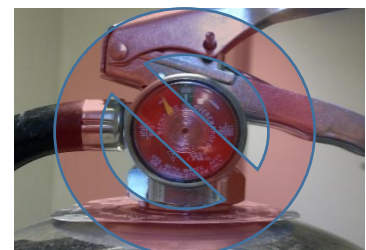
## Monthly Fire Extinguisher Checks

To ensure a properly-functioning fire extinguisher in the event of an emergency, extinguishers must be checked monthly. When performing a monthly extinguisher check, look for:

► **Access and signage:** Verify that extinguishers are in their intended location and are not blocked or otherwise obstructed. Ensure that the extinguisher is easily visible with an extinguisher locator sign posted above. Ensure that the extinguisher is mounted on a wall or set in a cabinet with the instructions facing outward.



► **Pin and gauge:** Ensure that the plastic safety seal or tamper indicator has not been broken. Make sure that the pin is securely in place. If the extinguisher is equipped with a gauge, make sure it is in the operable position (green zone).



► **Physical Condition:** Verify that the fire extinguisher is full by “hefting”, or lifting it off of its hook. Make sure there is no obvious physical damage to the body of the extinguisher or its hose or nozzle. Ensure the hose or nozzle is secured in place and is free of any obstructions that would affect its use. Powder in the nozzle indicates that the extinguisher has been discharged and must be replaced.



► **Inspection Tag:** Ensure that the extinguisher has a current annual inspection tag from an outside vendor. Initial and date the back of the inspection tag to indicate that a monthly check has been performed. **No more than 31 days between each inspection.**



If you have questions or if you need assistance checking your fire extinguisher, contact your laboratory's assigned Research Safety Specialist or Environmental Health & Safety.

**Environmental Health & Safety**  
Charles River Campus: 353-4094  
Medical Campus: 358-7840  
Web: <http://www.bu.edu/EHS>