**Fire Extinguisher Inspection**

*Effective: 5/2025*

### Purpose

### The purpose of this policy is to ensure that all fire extinguishers on the Pierpont Community and Technical College (PCTC) campuses are inspected and maintained in accordance with safety regulations to safeguard the health and safety of students, staff, and visitors. Regular inspection and maintenance of fire extinguishers are critical to ensuring they are functional in the event of a fire emergency.

### Scope

### This policy applies to all fire extinguishers located on all college campuses, including academic buildings, administrative offices, laboratories, and other facilities under the college’s jurisdiction.

State the scope of the policy.

### Policy

Fire extinguishers are a vital part of PCTC’s fire safety program. To comply with local, state, and national safety codes, fire extinguishers must be inspected monthly and undergo a more comprehensive maintenance inspection on an annual basis. The college will ensure that all fire extinguishers are in operational condition and easily accessible.

**Facilities:**

* Facilities is responsible for conducting monthly inspections of all fire extinguishers and ensuring that annual maintenance is performed.
* Facilities will maintain a record of inspections and maintenance activities for each fire extinguisher on campus.
* Facilities will ensure that all personnel involved in inspections and maintenance are trained and knowledgeable of fire safety regulations.

**College Employees and Staff**

* Faculty and staff are responsible for reporting any missing, damaged, or malfunctioning fire extinguishers to the Facilities Department immediately.

**Students and Visitors**

* Students and visitors are expected to be aware of fire extinguisher locations in common areas and should report any damage or concerns to campus safety or facilities management.

**Inspection Requirements**

1. **Monthly Inspections (Visual Check)**
	* Fire extinguishers will be visually inspected each month by facilities staff to verify the following:
		+ The extinguisher is accessible and in its designated location.
		+ The extinguisher has a visible inspection tag indicating the last inspection date.
		+ The pressure gauge indicates the extinguisher is fully charged (green zone).
		+ The pin, tamper seal, and operating instructions are intact and readable.
		+ The extinguisher has no visible signs of damage, corrosion, or leakage.
		+ The nozzle or hose is free from obstruction or damage.
	* Inspection records will be documented and maintained by facilities, noting the extinguisher's location and any issues found. Any issues identified during monthly inspections will be reported immediately for corrective action.
2. **Annual Maintenance Inspection**
	* An authorized, qualified service provider will conduct a thorough maintenance inspection of all fire extinguishers on campus at least once per year. The inspection will include the following:
		+ A full internal examination of the extinguisher.
		+ Recharging or refilling the extinguisher if required.
		+ Replacement of any defective parts or seals.
		+ Hydrostatic testing every 5 years, as required by the National Fire Protection Association (NFPA) or local regulations.
	* Facilities will keep detailed records of these annual inspections and will notify the college community in advance of scheduled maintenance.
3. **After Use Inspections**
	* If a fire extinguisher is used, it will be immediately reported to facilities for recharging, inspection, and replacement as needed. It will not be returned to service until it has been fully inspected and confirmed operational.

**Training and Awareness**

1. Facilities will ensure that all designated personnel involved in fire extinguisher inspections and maintenance are trained.
2. The college will provide fire safety training to staff and students on the correct use of fire extinguishers, including how to perform a simple inspection and how to properly handle an emergency situation involving fire.

**Record Keeping**

1. All inspection and maintenance records will be kept on file by Facilities for a minimum of 3 years.
2. These records will include:
	* Date and details of the monthly inspection.
	* Details of any repairs or replacements made.
	* Certification of annual maintenance and any hydrostatic testing completed.
	* Documentation of any extinguishers that were removed from service.

**Compliance**
Failure to adhere to this policy may result in safety violations and disciplinary action, as fire extinguishers are an essential part of PCTC’s fire safety program. All employees must cooperate with the inspection and maintenance requirements set forth in this policy.

**Policy Review**
This policy will be reviewed annually by the Safety Committee and adjusted as necessary to maintain compliance with updated local, state, and national fire safety codes.