

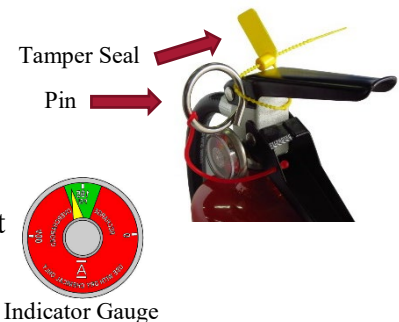
Responsibilities

Residential/Community Advisors must check the fire extinguishers in their area weekly to ensure they are present and show no signs of damage. Any missing or damaged extinguishers must be reported to the Work Order Desk so that they can be replaced or fixed.

The Residential Life Coordinators should collect the inspection sheets from the Residential/Community Advisors monthly and send them to the Fire Protection Engineer. They can be mailed to Mike Lunneborg in ROZ 101 or scanned and emailed to mlunneborg@ewu.edu.

Instructions

1. Perform weekly inspections of fire extinguishers; ensure that:
 - a. The extinguisher is in the correct location
 - b. It doesn't appear damaged (e.g. dents or corroded body)
 - c. The Pin and Tamper Seal are in place
 - d. The indicator gauge, when present, is in the green segment
 - e. There is no sign of discharge



2. For the first inspection of every month, sign the Inspection Card on the extinguisher.



Inspection Card, front and back



3. Report any damage, discharge, defects, or missing extinguishers promptly to the Work Order Desk at 359-2245.

If you have any questions, contact the Fire Protection Engineer at 359-4576 or Environmental Health and Safety at 359-6496.

_____ / _____ Inspected
 Month Year

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
1 st Floor Hallway @ Main Entry Elm St.	ABC	10								
1 st Floor Hallway N 10th St. Entry	ABC	10								
1 st Floor Hallway, Rm. 157	ABC	10								
1 st Floor Hallway, Rm. 136	ABC	10								
1 st Floor Mechanical Rm. 102	ABC	10								
1 st Floor North Stairway	ABC	10								
1 st Floor Rm. 110	ABC	5								
2 nd Floor Hallway @ 205	ABC	10								
2 nd Floor Hallway @ 241	ABC	10								
2 nd Floor Hallway @ 259	ABC	10								
2 nd Floor Hallway @ 265	ABC	10								
2 nd Floor Hallway @ Lounge	ABC	10								
2 nd Floor Kitchen, Rm. 222	ABC	5								
2 nd Floor Kitchen	ABC	5								
3 rd Floor Hallway @ 307	ABC	10								
3 rd Floor Hallway @ 324	ABC	10								
3 rd Floor Hallway @ 339	ABC	10								
3 rd Floor Hallway @ 359	ABC	10								

Location	Type	Size	Initial	Date	Initial	Date	Initial	Date	Initial	Date
3 rd Floor Hallway @ 365	ABC	5								
3 rd Floor Kitchen @ 349	ABC	5								
Hallway @ 002B	ABC	10								
Hallway @ 103	ABC	10								
Hallway @ 112	ABC	10								
Hallway @ 138	ABC	10								
Hallway @ 141	ABC	10								
Hallway @ 157	ABC	5								
Hallway @ 201	ABC	5								
Hallway @ 213	ABC	5								
Hallway @ 232	ABC	5								
Hallway @ 251	ABC	5								
Hallway @ 255C	ABC	5								
Rm. 141H	ABC	2.5								
Rm. 151L	ABC	5								
Rm. 225	ABC	5								
Rm. 153 Hallway	ABC	10								
Rm. 158 Auditorium	ABC	10								

**Send completed forms to: Fire Protection Engineer, ROZ 101
or email: mlunneborg@ewu.edu**