



# Rancho Los Amigos National Rehabilitation Center

## ADMINISTRATIVE POLICY AND PROCEDURE

**SUBJECT: FIRE EXTINGUISHER MAINTENANCE**

**Policy No.: A409**

**Supersedes: February 1, 2016**

**Revised: December 13, 2021**

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### PURPOSE

Fire extinguishers must always be readily available and capable of extinguishing fires. There are several types of extinguishers for use at Rancho Los Amigos National Rehabilitation Center (carbon dioxide, dry chemical, MRI and cooking oil). The following procedures are to be followed whenever an extinguisher is discharged, or is due for annual servicing. All employees must comply.

### PROCEDURES

Notify Safety Office at extension **6672** after discharging (used) or whenever it is noticed that the extinguisher has been tampered with (discharged/plastic seal missing/tag missing or outdated). Safety Office will pick up, recharge, and return to original location within 24 hours.

All records of maintenance and placement schedules for all fire extinguishers are maintained in the Safety Office.

Fire extinguishers shall be inspected when initially placed in service and thereafter at approximately 30 days intervals. Periodic inspection shall include a check of at least the following items:

1. Located in designated place
2. No obstruction to access or visibility
3. Operating instructions on nameplate legible and facing outward
4. Seals and tamper indicators not broken or missing
5. Examine for obvious physical damage, corrosion leakage or clogged nozzle
6. Pressure gauge reading or indicator in the operable range or position
7. The date and initial of person performing the monthly inspection to be recorded on the back side of tag.
8. All other testing yearly and 6-year hydrostatic test to be performed according to NFPA Section 10 Portable Fire Extinguishers.

Only licensed personnel are to service and/or recharge extinguisher.

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EFFECTIVE DATE: January 1, 1982

COUNTY OF LOS ANGELES • DEPARTMENT OF HEALTH SERVICES

APPROVED BY: