



Department of Facilities POLICY AND PROCEDURE

POLICY NUMBER: 465
VERSION: 1

SUBJECT: PORTABLE FIRE EXTINGUISHERS

POLICY:

All fire extinguishers (Type A, BC, ABC and K) located in and around The High Desert Health System (HDHS), its outside health care clinics and in all County vehicles, are checked once a month by the Equipment Maintenance Shop and certified annually by an outside vendor.

PURPOSE:

To ensure the reliable and safe operation of all fire extinguishers

PROCEDURE:

MONTHLY:

All fire extinguishers (Type A, BC, ABC and K) located in and around HDHS, the outside health care clinics and in all County vehicles, are checked once a month by the Equipment Maintenance Shop.

INSPECTION STEPS:

1. Clean unit as needed.
2. Check for safety seal.
3. Check squeeze trigger assembly for missing parts.
4. Dry chemical units are visually checked by contents gauge.
5. Dry chemicals units are to be agitated to ensure that the powder has not solidified.
6. Inspect cabinet housing and/or mounting bracket. Check for loose hinges, brackets, lock handles, or cracked glass.
7. If unit has not been serviced within a year, is missing or in need of replacement, replace immediately with a similar unit.
8. Sign inspection tag.
9. Any questions are to be directed to your supervisor.

ANNUALLY:

All HDHS fire extinguishers, including the ones located at the outside health care clinics and in all County vehicles are to be inspected and certified on an annual basis. The annual check is done by an outside vendor.

INSPECTION STEPS:

1. Complete all monthly inspection steps.
2. Qualified vendor shall fill out and sign new certification / inspection tag.
3. Attach new tag to bottle.

Approved By: Anthony Corliss (MANAGER I, FACILITIES OPERATIONS AND CRAFTS)	
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