Fire extinguisher monthly visual check

NFPA 10 calls for a quick inspection about every 30 days. This one is designed to be done by building staff.
Reference standard: NFPA 10. Building: _____ Date: _____ Observer: _____

Observe and record only. Do not operate valves, pull stations, test switches, pumps, releasing devices or control-panel buttons. If something looks wrong, write it down and call your fire protection contractor or fire code official. In an emergency, call 911.

What to check on each extinguisher

Owner observation	OK	Issue	Notes
In its designated place, visible, and not blocked (signs present where the extinguisher is out of view).	☐	☐	
Operating instructions on the nameplate are legible and face outward.	☐	☐	
Pressure gauge needle, if equipped, is in the operable (green) range.	☐	☐	
Safety pin and tamper seal are in place and unbroken.	☐	☐	
No obvious damage, corrosion, leakage or clogged nozzle; hose not cracked.	☐	☐	
Annual maintenance tag or label is present and the date is within the last 12 months.	☐	☐	

Monthly log

Extinguisher ID / location	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Qualified personnel only

• Annual maintenance by a certified technician, 6-year internal examination, hydrostatic testing (5 or 12 years by type) and recharging.
• Do not discharge, refill or disassemble an extinguisher. Replace or service any unit that fails a check.

Frequencies are plain-English summaries of the referenced NFPA standards as commonly adopted; editions and local amendments vary. Keep your contractor's official inspection, testing and maintenance reports — this sheet does not replace them.