



**DEPARTMENT OF THE ARMY**  
**U.S. ARMY INSTALLATION MANAGEMENT COMMAND**  
**HEADQUARTERS, UNITED STATES ARMY GARRISON FORT LEE**  
**3312 A AVENUE, SUITE 208**  
**FORT LEE, VA 23801-1723**

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Exchange and Disposal of Fire Extinguishers

1. References.

- a. Army Regulation 420-1, Army Facilities Management, 24 August 2012
- b. Unified Facilities Criteria Design 3-600-01, Fire Protection Engineering for Facilities
- c. National Fire Protection Association 10, Portable Fire Extinguishers

2. Purpose. To establish policy and provide guidance for the exchange and disposal of fire extinguishers for Fort Lee.

3. Applicability. This applies to all Active Army, Army National Guard, United States Army Reserve, members of other uniform services organizations (to include tenant and contractors), and civilian personnel assigned or attached to Fort Lee.

4. Fire Extinguisher Exchange and Disposal.

a. During routine, recurring inspections, the Directorate of Emergency Services, Fire and Emergency Services (F&ES) Division personnel or designated facility representatives identify fire extinguishers to be serviced. F&ES then provides a signed fire extinguisher exchange certificate to the designated facility representative who is then responsible for delivering the certificate and identified fire extinguishers to the Directorate of Public Works (DPW) U-Do-It warehouse for exchange.

b. The DPW U-Do-It warehouse located in building T-6208 on Quartermaster Road, will exchange fire extinguishers from office buildings and troop barracks on a one for one basis only if the individual has a fire extinguisher exchange certificate signed by F&ES. The DPW is only responsible for the exchange of Fort Lee Facility extinguishers that are recognized by an affixed Fort Lee label. Fire extinguishers from vehicles, mobility kits, etc., are the unit's responsibility to service. This exchange requires a signature card holder from the activity.

c. Disposal methods apply to dry chemical extinguishers, pressurized water extinguishers and CO2 extinguishers only and will not be used for Halon extinguishers. Consultation with the Environmental Management Division is required whenever Halon extinguishers are discovered.

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6. Proponent for this policy is the Fort Lee Directorate of Public Works Business Operations and Integration Division at (804) 734-5016.

  
HOLLIE J. MARTIN  
COL, LG  
Commanding

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