

USAG-Okinawa/Torii Station Fire Prevention and Life Safety Policy

1. This local policy is developed pursuant to AR 420-1, Paragraph 25-22.
2. References:
 - a. AR 420-1, Chapter 25, Fire and Emergency Services.
 - b. DoDI 6055.06, Fire and Emergency Services.
 - c. National Fire Protection Association (NFPA) Standards.
 - d. Occupational Safety and Health Administration (OSHA) Standards.

Fire and Emergency Reporting

From an office phone, dial: **911**. Your call will go to the Consolidated 911 Dispatch Center operated by Camp Foster.

From a cell phone dial: **098 934 5911** (Kadena Air Base) or **098 911 1911** (Camp Foster).

If you have a car accident or home emergency off a military installation: dial one of the **098** numbers above.

Immediately tell the Dispatcher where you are: **“I’m at building 210 on Torii Station.”** Then tell them what your emergency is: **“A woman fell down and broke her arm!”** Then be prepared to answer the Dispatcher’s questions.

Hint if you’re off base: If you have a Compass or other GPS App on your phone it may be able to provide your GPS coordinates that you can provide to the dispatcher. Don’t worry about the degrees, minutes and seconds, (26° 23’ 2” N 127° 44’ 13” E) read these numbers like this: 26.23.2 N by 127.44.13 E (26 point 23 point 2 North by 127 point 44 point 13 East).

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1-1. Fire and Emergency Reporting. See Page 1.

2. Applicability of this policy to you.

2-1. Fire prevention and fire safety is everyone's responsibility. The Army doesn't carry insurance and fires are expensive and impact the mission either directly or due to lack of funds to replace equipment and facilities.

2-2. This policy applies to all individuals, organizations, and tenant units working on Army property on Okinawa.

3. Responsibilities

3-1. Commander/Division Chief.

The Commander or Division Chief is responsible for executing a certain portion of the overall mission and answers to a higher level leader or headquarters. In the context of this policy, this person is responsible for fire prevention and fire safety in their organization and in facilities, vehicles, and operations under their span of control. The Commander or Division Chief appoints one or more Building Managers/Fire Warden(s) to manage their program, see Annex A for a sample appointment memo.

3-2. Building Managers/Fire Warden.

Personnel appointed as a Fire Warden shall have the authority necessary to oversee and implement the fire prevention and fire safety program under their span of control. Fire Wardens will receive an orientation from the fire department outlining their duties and responsibilities summarized below:

- Fire prevention and fire safety training for personnel who work in the Fire Warden's appointed area, see Annex B, number 2 and Annex C.
- Fire Extinguisher Inspections.
- Developing and posting a Fire Evacuation Plan, see paragraph 4-4 below.
- Scheduling and overseeing fire evacuations, see paragraph 4-5 below.
- Identify hazards in the workplace, including inoperable exit lights and emergency lighting, and report them to DPW Work Order Office at 644-4255 for correction.
- Develop a Fire Warden Continuity Binder. See Annex B for specific Fire Warden Checklist and for sample Fire Warden Continuity Binder contents.

3-3. Fire Inspector.

The Fire Inspector is the Fire Warden's primary point of contact when it comes to their fire prevention and fire safety program. The Fire Inspector can be reached at 644-4471. If that line rings unanswered dial 644-5336 to speak with the Deputy Fire Chief.

3-4. Fire Chief.

The Fire Chief is the primary point of contact for the Commander/Division Chief when it comes to their fire prevention and fire safety program. The Fire Chief can be reached at 644-4677.

4. General Fire Prevention

4-1. Individual Fire Prevention Responsibilities.

- All personnel shall review and become familiar with this Fire Prevention and Life Safety Policy.
- All individuals are responsible for maintaining good and proper housekeeping in and around their work area.
- Do not block fire exits or portions of rooms or hallways that are used as a path to a fire exit.
- Report any fires that occur even if you put them out or discover signs of a fire after the fact.

4-2. Facility Classification and Usage.

- Facilities are classified into specific categories when they are constructed. Different categories of facilities may have different types of walls, exits, and features depending upon the designed use and occupancy.
- Facilities may not be re-purposed without coordination with DPW and approval of the fire department. For example, an industrial area/shop might not be able to be re-purposed into a briefing area because it may not have enough exits for the expected personnel.
- Sleeping and cooking are not permitted in facilities or areas that have not been designed for those purposes.

4-3. Facility Fire Inspections.

- Nearly all facilities are inspected on an annual schedule.
- The Fire Inspector will contact the Fire Warden to schedule the fire inspection at least two-weeks before the intended inspection date to coordinate an exact date/time.
- The Fire Warden and the Fire Inspector should conduct the inspection together.
- The Fire Inspector will use various NFPA and OSHA standards, as well as elements of this policy to conduct the inspection.
- Any findings will be fully discussed with the Fire Warden along with required corrective actions. The Fire Inspector will document the inspection on DA Form 5283, Hazard/Deficiency Inspection Record. The Fire Warden will document corrective actions taken on the form, sign it, and return it to the Fire Inspector by the suspense date.
- Normally a fire evacuation drill will also be conducted during the fire inspection, see paragraph 4-5 below.

4-4. Fire Evacuation Plans

- A fire evacuation plan should be developed by the Fire Warden for public assembly facilities, multi-story facilities, and other facilities where exits are not obvious.
- Please contact your Fire Prevention Inspector at 644-4471 for advice on fire evacuation plan requirements, locations, and development.

4-5. Fire Evacuation Drills.

- Fire evacuation drills are normally conducted during the fire inspection and shall be supervised by a member of the fire department.
- After scheduling a date for the fire inspection, the Fire Warden should brief unit personnel about the upcoming fire evacuation drill to ensure they know all of the required procedures.

4-6. Smoking.

- For the purposes of this policy, Smoking and Vaping are considered the same.
- Smoking policy is covered by various command policies.
- Smoking is prohibited inside government facilities and vehicles.
- Smoking is prohibited within 50 feet of vehicles loaded with flammable or combustible liquids, flammable gases, or explosives and in the presence of flammable vapors such as those present when fueling vehicles or examining or repairing vehicle engines or fuel systems.

4-7. Fire Protection/Life Safety Systems.

- Do not block the path to a fire extinguisher.
- Do not store/place any object within 18 inches of a sprinkler head.
- Do not park vehicles in front of or block access to a fire hydrant.
- Do not park vehicles in front of or block access to any fire piping on the outside of a facility.
- Do not tamper with, alter, unhook, or tie/tape anything to a heat detector, smoke alarm, sprinkler head, fire alarm pull station, emergency lighting, exit lights, fire sprinkler piping, or fire reporting system.

4-8. Open Flame, Fires and Fireworks.

- Open flames/fires (including Bonfires) are prohibited except upon written approval from the fire department. Use DA Form 5383 (Hot Work Permit) for this purpose. Open burning in the pit in the Northern Camping Area at Torii Beach is approved.
- Burning of classified material is prohibited. These materials should be disposed of/shredded using authorized methods/equipment.

- The possession and use of fireworks including sparklers is prohibited. MWR sponsored displays of fireworks will be coordinated with and approved by the fire department.

4-9. Welding/Hot Work.

- Welding and cutting operations will only be conducted in locations that have been specifically designated for that purpose.
- Welding and cutting operations that need to be performed outside of approved areas will require a site inspection by the fire department and the issuing of a DA Form 5383, Hot Work Permit. Call 644-4471 for an inspection/permit. If that line rings unanswered dial 644-5336 to speak with the Deputy Fire Chief.

4-10. Heating and Cooking Equipment.

- Only heating/cooking equipment labeled and/or listed by the American Gas Association, Underwriters Laboratories (UL), Factory Mutual or Japanese equivalency are authorized for use.
- Portable space heaters, using gas or liquid fuel (kerosene and propane), are not authorized for use.
- Portable hot plates and other similar plug-in cooking devices are prohibited.
- Microwave ovens are permitted in office areas, breakrooms, and dormitories.
- Toasters, toaster ovens, and other small kitchen appliances may be used in designated kitchen/snack bar areas only.
- Small appliances have short cords as protection from tripping as well as to limit cord heating due to high amperage draw. Do not connect these appliances to extension cords or power strips/surge suppressors.
- The use and storage of portable barbecue grills shall be restricted to the outdoors and at least 15 feet (4.57 meters) away from any structure. Such devices should never be used indoors or be left unattended. Charcoal briquettes should be allowed to cool naturally and then be properly disposed of.
- Never leave cooking unattended.

4-11. Plywood as a Construction Material. Plywood will not be used as a construction material inside a facility unless it is properly covered with sheetrock or other non-combustible rated building material.

4-12. Mechanical Rooms. These rooms are intended for electrical boxes and heating, ventilation, and air conditioning (HVAC) equipment and are not normally accessible to building occupants. Building occupants shall not use mechanical rooms for storage.

5. Storage.

5-1. Storage and Handling of Flammable/Combustible Liquids.

- Storage and handling of flammable/combustible liquids shall be IAW NFPA 30, and other applicable codes.
- All flammable/combustible liquids shall be stored in an approved Flammable Storage Cabinet or Facility. Flammable Storage Cabinets shall be outside unless the facility or storage area within the facility was designed for the storage of flammable/combustible liquids.
- Containers used for flammable liquids shall be of a type approved for such use by UL or Factory Mutual Laboratories. Glass containers will not be used to store flammable liquids. Approved containers for flammable liquids will be maintained in good condition. All portable containers used for the handling, storage, or dispensing flammable or combustible liquids must be clearly marked to indicate their contents.
- Any leaks or spills of flammable/combustible liquids will be properly cleaned up and disposed of properly. Any leaks or spills that cannot be stopped or contained or exceed 10 gallons will be immediately reported to the fire department using any of the numbers listed on page 1.

5-2. Hazardous Chemicals and Materials.

- Storage and handling of hazardous chemicals and materials shall be IAW NFPA 400 and other applicable codes.
- Chemicals that react violently with water will be stored in fire resistant structures without automatic sprinkler protection and must not be stored in a facility containing combustible high value items.
- Organic oils and materials susceptible to spontaneous heating when exposed to combustible fibers must be stored in fire resistant facilities having automatic sprinklers.
- Dangerous chemicals will be stored in such a manner as to prevent accidental breakage, leakage, or rupture of containers.

5-3. Compressed Gas Cylinders.

- Storage and handling of compressed gas cylinders shall be IAW NFPA 55, NFPA 58, and other applicable codes.
- Defective compressed gas cylinders showing evidence of excessive rust, corrosion, dents, or other defects will be considered hazardous and must be emptied and disposed of properly.
- Storage of cylinders will comply with NFPA 55 and the following requirements:
 - Combustible or reactive gases stored within facilities will be separated by air tight partitions. When stored in the open, cylinders of such gases must be separated by a well ventilated clear space of at least 20 feet (6 m).
 - Gas cylinders stored in the open will be protected from the sun by a noncombustible cover or roof.

- All cylinders, in storage or in use, will be secured to prevent movement or falling.
- Acetylene cylinders must always be stored and used in the upright position.

5-4. Spray Painting. Spray painting will not be conducted inside a facility unless an approved spray booth with exhaust system and sprinkler system are provided. The spray booth must be designed, installed, and maintained in accordance with NFPA 33 and the NEC.

6. Electrical Power and Wiring Systems.

6-1. Electrical Wiring, Temporary Cords, and Outlets.

- Installation of electrical wiring will be in accordance with the National Electrical Code (NEC) and installed only by qualified personnel. Electrical devices must be labeled or listed by UL or Japanese Industrial Standards (JIS) equivalency for the intended application.
- Electrical switches, circuit breakers, and fuses for light and power panels, will be labeled properly to indicate the circuit or device they control. Clear access to all panels must be provided.
- Circuit breakers will not be taped, fastened, or altered to prevent the shut off of electrical power as designed. Electrical fuses will not be bypassed or replaced with hazardous substitutes or with fuses having a higher amperage capacity rating.
- Extension cords. Do not plug high amperage devices like heaters, coffee pots, or refrigerators into extension cords. Extension cords will not be:
 - Used as a substitute for the fixed permanent wiring.
 - Run through holes in walls, ceilings, floors or under carpet.
 - Run through doorways, windows, or similar openings.
 - Attached to the wall surface.
 - Concealed behind facility walls, ceilings, or floors.
- Power strips/surge suppressors may be utilized in conjunction with personal computers and their associated equipment. These power strips must incorporate a safety fusing device and be labeled or listed by UL or Japanese Industrial Standards (JIS) equivalency. Daisy-chaining of power strips is not permitted.
- Multi-plugs are not permitted, only one appliance shall be plugged into each wall outlet.
- Face Plate Covers for Electric Outlets. Missing and/or broken face plate covers for electric outlets shall be reported to DPW Work Order Office at 644-4255 for replacement.

6-2. Lighting Fixtures.

- Sufficient distance, at least 18 inches (45.7 cm) will be maintained between electric lights and combustible materials to prevent ignition of the materials.
- Electrical appliances and fixtures will be installed and maintained by qualified personnel in accordance with the National Electrical Codes.

7. Fire Extinguishers.

7-1. Unit/User/Fire Department Responsibilities.

- Unit and tenant organizations are responsible to obtain and replace fire extinguisher(s) for the protection of their facilities by contacting the DPW Work Order Office at 644-4255. The fire department can assist in determining the type(s), number(s), location(s) and installation of the fire extinguisher(s) if necessary.
- Fire extinguisher(s) for new facilities will be purchased as part of the construction project. The fire department will identify number(s) and type(s) of fire extinguisher(s) required.
- Fire extinguishers required for vehicles or equipment or specialized operations will be funded and procured by the using unit.
- The fire department will provide extinguisher procurement advice, extinguisher inspection training, and extinguisher use training on request.
- USAG Okinawa has no extinguisher maintenance or refilling capability.

7-2. User Level Inspections.

- The inspection of portable fire extinguishers is covered by National Fire Protection Standard (NFPA) 10 and paragraph 7.1.1 of that document permits the owner or designated agent for the extinguisher to inspect them according to the instructions in paragraph 7-3 below.
- Fire extinguishers in facilities shall be inspected at least once per calendar month (NFPA 10 7.2.1.2.1).
- Fire extinguishers in or on vehicles should be inspected at the beginning of a shift or whenever the vehicle is used. The inspection should ensure that the extinguisher is charged and ready for use. Extinguishers in compartments or trunks can become damaged or otherwise compromised because of weather exposure, other items in the compartment that are not secured, or other factors. (NFPA 10 A7.2.2.1).

7-3. Monthly Fire Extinguisher Inspection Procedures.

- Ensure it's located in the proper location.
- Ensure its accessibility and visibility is not obstructed.
- Ensure the pressure gauge reading or indicator in the operable/green range or position.
- Check its fullness by weighing or hefting. Note: While unlikely, fire extinguishers have been found empty of content (i.e. light in weight) where someone had topped off the pressure giving a false indication that the extinguisher was full.
- Check the condition of the handle and that the pin is in place and sealed with breakable seal. Ensure that the nozzle and/or hose is in good condition. See paragraph 7-4 for breakable seal instructions.

- See that the inspection tag is in place and signed off as current. Note: in lieu of a tag, NFPA 10 also permits an inspection checklist maintained on file, or by an electronic method. See paragraph 7-5 for inspection tag options.
- If your facility extinguisher is empty, broken, or doesn't appear to be operational, it may be replaced by contacting the DPW Work Order Office at 644-4255.
- NOTE: There are other types of inspections required on extinguishers such as annual, 6-year, and, 12-year inspections that are beyond the scope of facility occupants. These types of inspections will be taken care of by trained personnel.

7-4. Breakable Tamper Seal Instructions.

- A breakable tamper seal is required to be installed through the pull pin and around the handle of the facility extinguisher, see illustration below. Normally the pin cannot be removed without breaking the seal. An intact seal, along with a full pressure gauge and a fullness indicated by hefting should assure the fire warden that the extinguisher has not been used or tampered with.



- Building Manager's, or in this context, Fire Warden's, appointed IAW AR 420-1, paragraph 25-24 and trained by the USAG Okinawa Fire Prevention Office may replace broken or missing fire extinguisher seals after performing a Monthly Inspection Procedure as specified above.
- Please ensure that you only use UL listed Fire Extinguisher Seals, any color is acceptable. Seals may be obtained from GSA Advantage with two examples shown below:

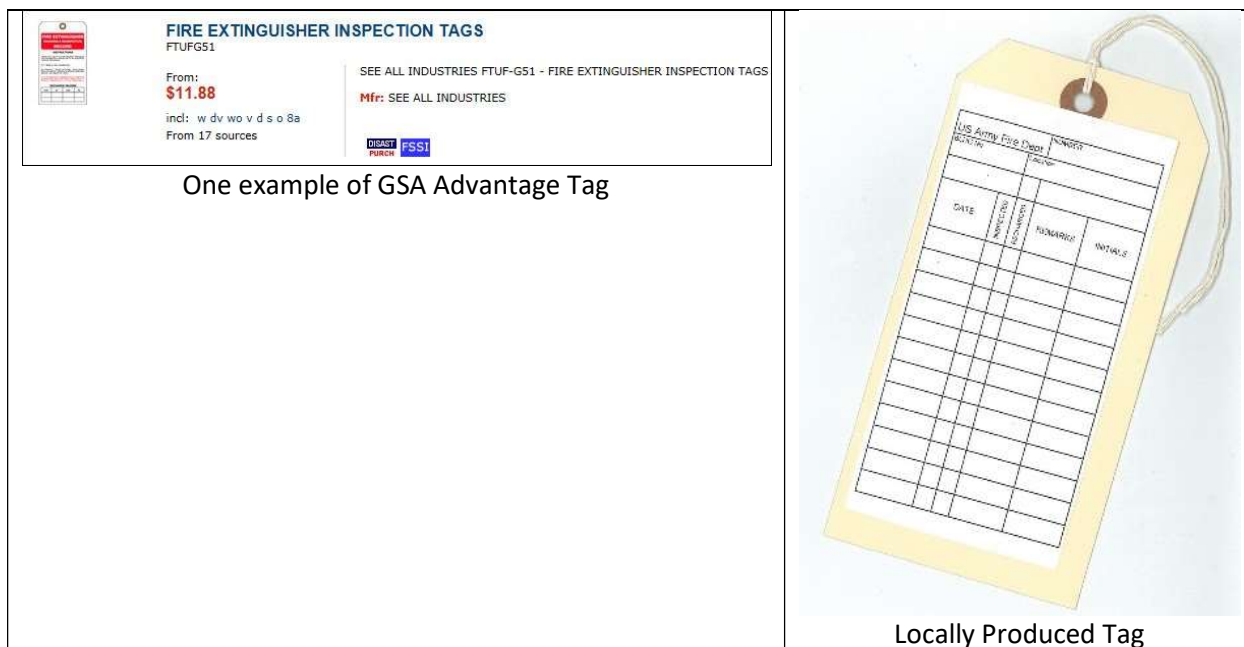


Tamper Seal Source Examples

- If you have any questions about tamper seals, please contact our Fire Prevention Inspector at 644-4471.

7-5. Extinguisher Inspection Tags.

- NFPA 10, paragraph 7.1.4.1: Tags or labels intended for recording inspections, maintenance, or recharging shall be affixed so as not to obstruct the fire extinguisher use, fire extinguisher classification, or manufacturer's labels.
- NFPA 10, paragraph 7.2.4.1.1: Where manual inspections are conducted, records for manual inspections shall be kept on a tag or label attached to the fire extinguisher, on an inspection checklist maintained on file, or by an electronic method.
- NFPA 10, paragraph 7.2.4.1.2: Where manual inspections are conducted, the month and year the manual inspection was performed and the initials of the person performing the inspection shall be recorded.
- NFPA 10, paragraph 7.2.4.1.4: Records for manual inspection shall be kept to demonstrate that at least the last 12 monthly inspections have been performed.
- Fire wardens should inspect facility fire extinguishers monthly and record the inspections as specified above.
- Tags for this purpose can be obtained through GSA Advantage, or made locally using tag card stock and a printed sheet (see samples below):



- See Annex E – Fire Extinguisher Inspection Tag Template.
- If you have any questions about inspection tags, please contact our Fire Prevention Inspector at 644-4471.

7-6. Extinguisher Training. The USAG Okinawa Fire Prevention staff are available to provide fire extinguisher training to offices, organizations, and units. If you would like to schedule training, please call 644-4471.

8-1. Acronym List:

- AR – Army Regulation
- DA – Department of the Army
- DoDI – Department of Defense Instruction
- DPW – Directorate of Public Works
- GPS – Global Positioning System
- GSA – General Services Administration
- IAW – In Accordance With
- JIS – Japanese Industrial Standards
- MWR – Morale Welfare and Recreation
- NEC – National Electric Code
- NFPA – National Fire Protection Association.
- OSHA – Occupational Safety and Health Administration
- UL – Underwriters Laboratory
- USAG – United States Army Garrison

Annex A – Sample Fire Warden Appointment Memo.



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
XXXXXX
XXXXXXXXXXXX
XXXXXXXXXXXXXX

OFFICE SYMBOL

date

MEMORANDUM FOR RECORD

SUBJECT: Additional Duty Appointment, Fire Warden

1. The following personnel are appointed as Fire Warden(s) for facility XXX (or facility XXX, area _____).

<u>NAME</u>	<u>EMAIL/PHONE</u>	<u>DEROS</u>
Last, First, Rank (Primary)	last.first.mil@mail.mil/644-1234	Month, Year
Last, First, Rank (Alternate)	last.first.mil@mail.mil/644-1234	Month, Year

2. AUTHORITY: AR 420-1, paragraph 25-24 and USAG-Okinawa/Torii Station Fire Prevention and Life Safety Policy.
3. PERIOD: Until released or relieved from duty or assignment.
4. PURPOSE: To perform Fire Warden Duties as outlined in USAG-Okinawa/Torii Station Fire Prevention and Life Safety Policy.
5. For more information, please contact the undersigned last.first.mil@mail.mil/644-1234.

FIRST LAST
Rank, Branch
Commanding

Annex B – Fire Warden Checklist and Suggested Continuity Binder Contents.

B-1. Fire Warden Checklist.

Monthly	Date
1. Fire Warden Appointment Memo current for next three months (3-1).	
2. New unit personnel have reviewed this policy, are familiar with how to report fires or emergencies, how to evacuate the work area, and have received initial (one time) extinguisher training (3-2).	
3. Hazards identified and reported to DPW Work Order Office at 644-4255 (3-2).	
4. All exit lights and emergency lighting operational (3-2).	
5. All exits are clear (4-1).	
6. Cooking only in proper areas (4-2).	
7. Sleeping only in proper areas (4-2).	
8. Smoking only occurring in proper places (4-6).	
9. Fire protection systems are not blocked or tampered with (4-7).	
10.No objects within 18 inches of a sprinkler head (4-7).	
11.Vehicles not parked in front of or blocking fire hydrants or fire piping (4-7).	
12.No extension cords are being used in place or permanent wiring (6-1).	
13.Inspect Fire Extinguishers, record inspection on tag, inspection checklist, or electronic method (7-3).	
Semi-Annual	Date
1. Fire Evacuation Plan is posted and current (if required by para 4-4).	
Annual	Date
1. Fire Inspection completed or scheduled (Contact your Fire Inspector at 644-4471. If that line rings unanswered dial 644-5336 to speak with the Deputy Fire Chief).	
Remarks:	

B-2. Suggested Fire Warden Continuity Binder Contents.

Tab	Contents
1	Current Fire Warden Appointment Memo
2	Copies of DA Form 5382, Hazard/Deficiency Inspection Records
3	Copies of Annex B-1, Fire Warden Checklist for the last 12 Months
4	Training Records for the last 24 Months (see Annex C)
5	Fire Extinguisher Inspection Checklist (see Annex D)

Annex C – Training Record Template

Print this template, file it in Tab 4 of your Fire Warden Continuity Binder and record training for new unit personnel. This training should ensure that personnel are familiar with how to report fires or emergencies, how to evacuate the work area, and have received initial (one time) extinguisher training, see paragraph 7-6. It is only necessary to keep these records for 24 months.

Printed Name	Office	Date Trained	Trainee Signature

Annex D – Fire Extinguisher Inspection Checklist

As stated in paragraph 7-3, there are several methods you may use to document the required monthly fire extinguisher inspections. If you choose to use an inspection checklist maintained on file, you may use the template below for that purpose and maintain it in Tab 5 of your Fire Warden Continuity Binder.

Fire Extinguisher Inspection Checklist											Facility #	
Annotate the inspection date in the month column.												
Serial #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec

Annex E – Fire Extinguisher Inspection Tag Template

If you choose to use locally produced Fire Extinguisher Inspection Tags (See paragraph 7-5) you can print out the template below, cut them out, and affix them to standard card stock tags.

BLDG No.		Location		
Fire Extinguisher				
DATE	INSPECTED	RECHARGED	REMARKS	INITIALS

BLDG No.		Location		
Fire Extinguisher				
DATE	INSPECTED	RECHARGED	REMARKS	INITIALS

BLDG No.		Location		
Fire Extinguisher				
DATE	INSPECTED	RECHARGED	REMARKS	INITIALS