

# Edwards Accelerator Lab

## Monthly Fire Extinguisher Inspection

Due to the unpredictable accessibility and training requirements at Edwards Accelerator Lab the monthly inspection of the 29 fire extinguishers, 8 emergency lights, and 4 Wi-Fi phones in the facility will be conducted by Accelerator Personnel using the following inspection guidelines:

1. Locate the inspection item, and circle Y on the inspection sheet.
2. For fire extinguishers:
  1. See that access to the extinguisher is not obstructed.
  2. Verify that the seal securing the pin is intact.
  3. Check nozzle to see that it is not obstructed.
  4. Check that the annual inspection date is within the last year.
  5. If any of the above is not true, DO NOT initial tag, and report to Facilities Management.
  6. Otherwise, initial and date extinguisher tag.
  7. Place check mark in notes column.
3. For emergency lights:
  1. Press and hold the test button for 3 seconds and be sure that lights illuminate and stay illuminated.
  2. If lights do not work, note on inspection sheet, and notify accelerator engineer.
  3. Place check mark in notes column.
4. For phones:
  1. Remove phone from base. Screen should turn on.
  2. Press up button once to show menu.
  3. Press select button to select Missed Calls.
  4. Press left soft key to clear missed calls.
  5. Return phone to base.
  6. If the phone does not work, note on inspection sheet, and notify accelerator engineer.
  7. Otherwise, place check mark in notes column.

When inspection is finished, scan and email a copy of the inspection sheet to EHS.