



Fire Extinguisher Tracking & Inventory

Site Name: _____ Project # _____ Created on: __dd__ / __mm__ / __yyy__

Address: _____

ACTIVE FIRE EXTINGUISHERS

Location	Brand	Serial Number	Size	Type	Manufac. Date	Last Certification	Last Monthly Inspection



Fire Extinguisher Tracking & Inventory

NOTES

Fire Extinguisher General Overview:

Here is how to fill out the sections in the spreadsheet:

Location: Start by performing a walkthrough of your facility and noting the locations of each portable fire extinguisher. Be specific. Examples: entrance foyer; floor 2 kitchen; floor 1 east side hallway.

Brand: Common brands for workplace portable fire extinguishers include Ansul and Kidde.

Size: The size will be denoted in pounds. For example, 5 lb. or 10 lb.

Serial Number: This number is located on the permanent tag of the extinguisher.

Type: Note the classification of each fire extinguisher. For most workplaces (other than kitchens or industrial settings), the most common type of fire extinguisher is ABC.

Manufactured Date: This is the year that the unit was originally manufactured.

Inspection Tag Expiration: Check the yearly inspection tag provided by your fire safety professional. The inspection tag expires one year from the provided date.

Last Monthly Inspection: Each month, update this column with the date you performed a monthly fire extinguisher inspection. You should also be sure to record the inspection date on the back of the tag each month.

Fire Extinguishers must have annual certifications – If the extinguisher has not been certified within the previous 12 months remove from service and replace or have it recertified.

Tracking and keeping an inventory of your workplace’s fire extinguishers is extremely important for compliance and for the safety of your employees and customers. This is a task that cannot be overlooked!