



Portable Fire Extinguisher Maintenance Checklist

10 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Confirm each extinguisher is in its designated location and not obstructed
- ☐ Check the pressure gauge reads in the green operating band (where fitted)
- ☐ Verify the safety pin and tamper seal are intact
- ☐ Inspect the body, hose, and horn for damage, corrosion, or blockage
- ☐ Confirm the service label and next-service date are current
- ☐ Check location signage is present, correct, and visible
- ☐ Confirm wall brackets or stands are secure and at the correct height

Functional Checks

- ☐ Verify the extinguisher type suits the risk in that area

Record Keeping

- ☐ Arrange the annual basic service by a competent technician
- ☐ Record monthly checks and the annual service in the fire log book

Maintenance Frequency

Monthly

- Visual check of location, pressure, pin and seal
- Confirm signage and access
- Log the check

Annually

- Basic service by competent technician to BS 5306-3
- Replace seals as needed
- Update service label