San Diego Mesa College
Fire Prevention Plan

Approved by Mesa Safety Committee
12/11/25

REVISION RECORD

Revision Date	Revision #	Initials	Contents of Revision
12/11/25	--	MF	New

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PURPOSE

The purpose of the San Diego Community College District fire safety program is to establish procedures for identifying fire hazards, handling flammable/combustible material, and preventing fires. All employees, supervisors, and the Risk Management office are expected to follow the procedures outlined in this plan to ensure all SDCCD individuals are protected.

AUTHORITY CITATIONS

CCR, Title 8, § 3221
CCR, Title 8, § 6151
CFR, Title 29, § 1910.157

DIVISION OF RESPONSIBILITIES

Risk Management Office

Responsible for the implementation and maintenance of this program as described above, including:

- Notifying campuses and departments of updates/modifications relating to fire safety

Facilities Management

Responsible for the implementation and maintenance of this program as described above, including:

- Setting up contractors for maintenance of portable fire extinguishers
- Coordinating fire evacuation drills and fire extinguisher training
- Managing deficiency/compliance reports forwarded from the local fire department
- Maintain fire inspection records
- Identifying evacuation routes and posting them within the area
- Posting emergency phone numbers are marked on all pertinent telephones

Supervisors

Responsible for the implementation and maintenance of this program as described above, including:

- Ensure fire protection policies and procedures are adhered to within their areas of responsibilities and to their employees
- Performing routine inspections in offices, labs, and machine shops evaluating fire safety

Employees

Responsible for complying with the provisions of this program, including:

- Reporting conditions or acts which are potential fire hazards including the following
    - Defective or inoperable emergency equipment
    - Housekeeping hazards
    - Defective heat producing equipment
    - Misuse or mishandling of hazardous materials
    - Electrical hazards

FIRE PREVENTION

Housekeeping is crucial to fire safety. The following preventive measures should be practiced to limit fire hazards.

- Work areas (offices, labs, machine shops) should be kept clean and organized
- Packing materials or metal scraps should be disposed of to prevent accumulation
- Flammable solvents for cleaning should be avoided
- Oil and chemical soaked rags should be disposed in a separate, inflammable container
- Identifying fire extinguishers, exits, emergency showers and eyewash stations

REGULATIONS

General

- Smoking and the use of any tobacco product are prohibited on all properties and in all vehicles owned or controlled by the District.
- Corridors, passageways, roadways, stairways, and any walkways leading to and from an exit must remain clear and free of any obstructions.
- The minimum width of an exit aisle shall be no less than 28 inches.
- A minimum clear space of 36 inches and clear access shall be maintained around sprinkler system control valves, fire alarm devices, fire ladders, fire hose stations, extinguishers, and electrical switch boxes and panels.
- Hot ashes, cinders, or smoldering coals shall be placed in non−combustible receptacles. Such receptacles, unless resting on a non−combustible floor or ground outside the building, shall be placed on non−combustible stands.
- All such receptacles shall be kept at a distance of at least 2 feet laterally away from any combustible material, structure, or any window opening.
- Fire doors shall be kept closed at all times.
- Combustible waste or refuse shall be properly stored or disposed of to prevent unsafe conditions.
- The use of sawdust or similar combustible materials to soak up combustible or flammable liquids spilled or dropped from machinery or processes on any floor is prohibited.
- A minimum clearance of 18 inches shall be maintained between the top of stored materials and the sprinkler deflectors.
- Portable heaters shall be designed and located so that they cannot be easily overturned.
- All electrical equipment should be turned off or disconnected at the end of a shift.

Flammable and Combustible Liquids

- Storage
  - Flammable and combustible liquids must be contained in approved containers and properly labeled and the date of purchase should be indicated on the container face.
  - Flammable and combustible liquids must be kept in approved storage cabinets marked "Flammable− Keep Fire Away". Up to 60 gallons of Class I and Class II flammable/combustible liquids may be stored in approved flammable liquids storage cabinet.
  - Containers of flammable liquids shall not be stored near steam coils or any other source of heat.

    - The storage of any liquids shall not physically obstruct a means of egress.
    - Minimum aisle width of 3 feet shall be maintained wherever flammable materials are stored.
    - Flammable and combustible liquids shall not be stored with incompatible materials such as acids and alkaline (bases).
    - Flammable and combustible liquids shall not be stored with any material which reacts violently with water.
- Safe Handling and Use
    - Where liquids are used or handled, provisions shall be made to promptly and safely dispose of leakage or spills.
    - Transferring liquids by means of pressurizing the container with air is prohibited.
    - Positive displacement pumps shall be provided with pressure relief discharging back to the container or shall be provided with interlocks to prevent overpressure.
    - Whenever flammable or combustible liquids are transferred from one container to another, both containers shall be effectively bonded and grounded to dissipate static electricity.
    - No source of ignition shall be permitted for at least 25 feet around areas where flammable liquids are in use.
    - Areas handling or processing flammable or combustible liquids shall be ventilated at a rate sufficient to maintain the concentration of vapors below established Cal/OSHA Permissible Exposure Limits or 20% of the lower flammable limit.
    - Employees handling liquids must use the appropriate type of protective clothing.
    - Rags soaked with oil or used in conjunction with flammable liquids (flash point below 100˚ F) must be disposed of in self−closing, hinged, metal waste containers. The contents of waste cans must be properly disposed of at least once daily or at the end of the shift.
    - Flammable liquids shall not be used for washing equipment unless used in an enclosed ventilated booth and all sources of ignition have been eliminated.
    - Flammable liquids shall be kept in covered containers when not actually in use. Closures of such containers shall be kept in place at all times except when liquid is being drawn.
- Spray Booths
    - All spraying areas shall be kept free from the accumulation of combustible residues.
    - Visible gauges, audible alarms, or pressure activated devices shall be installed to indicate or insure that the required air velocity is maintained.
    - All discarded filters shall be disposed of properly.
    - All metal parts of spray booths, exhaust ducts, and piping systems conveying flammable liquids shall be effectively grounded.
    - All electrical wiring located in spraying areas shall be of explosion−proof type approved for Class I, Division I locations.
- Safe Disposal
    - All waste solvents and rags contaminated with flammable liquids shall be properly disposed in accordance with hazardous waste regulations.
    - All hazardous waste solvents must be placed only in designated and properly labeled containers. Contact Maintenance and Operations for locations of designated hazardous waste containers.

Cutting and Welding Operations

- All cutting and welding operations shall be performed only in established approved areas.
- Welding in areas not specifically designed for welding or cutting is not allowed unless approval has been obtained from the supervisor of maintenance or the individual responsible for authorizing the work.

- Before welding or cutting is permitted, the area shall be inspected by the individual responsible for authorizing the work and a written permit issued.
- All welders, cutters, and supervisors must be trained in the safe operation of their equipment and the safe use of the process. The Welding, Cutting and Brazing Safety Awareness training can be found in the Environmental section of the Keenan SafeColleges website.
- Cutting and welding shall be permitted only in areas that are or have been made fire safe. Such areas shall be of noncombustible or fire−resistive construction.
- Where combustible materials such as paper and wood shavings are on the floor, the floor shall be swept clean for a radius of 35 feet.
- Combustible floors shall be kept wet, covered with damp sand, or protected by fire−resistant shields.
- Suitable fire extinguishers shall be maintained ready for use while welding or cutting is being performed.
- Fire watchers shall be required whenever welding or cutting is performed in locations where a fire might develop. Fire watchers shall be trained in the use of fire extinguishers and familiar with emergency procedures. The Fire Extinguisher Safety training can be found in the Environmental section of the Keenan SafeColleges website.
- When acetylene cylinders are in use, flashback arresters shall be installed between the coupler block and the cylinder.

Furnaces

- All personnel shall be thoroughly instructed and trained under the supervision of experienced person(s) on safe furnace operation and maintenance.
- Approved portable fire extinguisher equipment shall be provided near the area.
- Emergency shutoff valves shall be provided to permit turning off the fuel in an emergency and shall be located so that fires and explosions at the furnace will not prevent access to these valves.
- Equipment piping shall comply with National Fire Protection Association (NFPA) 54, National Fuel Gas Code.
- Regularly scheduled inspection and maintenance of all safety devices shall be performed by the user.
- Safety devices shall not be shorted out nor shall they be bypassed.

Specific Provisions

A. Electrical

1. A maximum of one (1) multi-outlet ('power') strip is allowed per outlet.
    a. The strip shall have a fuse to prevent overload hazards and shall have a grounding plug (24 CCR, Pt. 9, 605.4).
    b. A power strip shall not be plugged into another power strip creating a 'daisy chain.'
        i. This includes connecting furniture with integral multi-outlet strips, such as computer desks, in series.
    c. A power strip shall be plugged directly into an outlet and not an extension cord (UL XBYS).
2. Extension cords shall be properly rated for the equipment they are to supply.
    a. Extension cords shall be plugged directly into receptacles and not into power strips or other extension cords (8 CCR 2500.7).
3. Industrial battery systems shall have appropriate intrinsically-safe mechanical ventilation or gravity ventilation (24 CCR, Pt. 608.6.2).

4. All electrical wiring shall be in good condition.
    a. Frayed cords shall be replaced, not repaired.
    b. Broken plugs shall be replaced.
    c. Insulation on cords shall be replaced if cracked or if wires are visible; if unable to replace the insulation, the cord or device will be removed from service.
5. Electrical service panels and high-voltage equipment shall be clear of all obstructions and materials in a radius of no less than thirty-six inches from the panel or equipment (24 CCR, Pt. 9, 605.3).
    a. The clear area should be marked on the floor.
6. Faceplates for outlets and switches that are broken or missing shall immediately be brought to the attention of the Facilities Services Department for replacement.
7. Paper or other combustible materials should not be stacked or stored in front of electrical outlets or panels.

B. Seasonal Decorations

Mesa College encourages the variety of celebrations of different cultures throughout the year. However, care must be taken when expressions of these events include lights or living plants.

1. Seasonal decorations shall be of fire-resistant materials and shall not be placed near open flames or other sources of ignition.
2. Seasonal holiday trees, plants, and other 'living' decorations to be inside of buildings should be treated with a fire-resistant material regardless of whether lights will be used.
    a. Indoor seasonal plants, trees, and other 'living' decorations should be disposed of as soon as possible after the appropriate holiday before the item becomes extremely susceptible to ignition.
    b. Such items shall not be placed in front of or within three (3) feet of any exit, fire extinguisher, or fire alarm pull station.
    c. Mesa College recommends the use of replica items that have been rated as fire-resistant instead of those items that require water and may become a fire hazard after they die.
3. Seasonal plants should not be place near space heaters or HVAC supply vents where they can dry out prematurely.
4. Indoor lighted holiday decorations and displays should incorporate the use of LED lights.
5. Candles may not be used for displays unless approved by the Vice President of Administrative Services in writing.
6. Holiday lights shall be turned off during non-work hours.

C. Decorative Materials

Although typically addressed by the District Architect during design and remodel phases of a building's lifetime, employees should be aware of the requirements for decorative materials installed in Mesa College buildings.

1. Walls coated in textiles for sound-proofing, aesthetics, or 'bulletin-board' applications must meet the flame spread requirements of the National Fire Protection Association (24 CCR, Pt. 9, 803.5.1).
    a. The Regional Facilities Officer shall retain certificates regarding the fire resistance of these types of materials from the vendor or District Architect's office.
2. Foam plastic materials shall not be used as wall and ceiling finishes unless otherwise excepted in the California Fire Code.
3. All purchased furniture shall meet appropriate flame and fire resistance ratings.
    a. The tag noting the fire-resistance of the item shall not be removed.
4. Draperies, curtains, and other hangings shall be resistant to flame propagation per NFPA 701.

5. This includes partitions in gymnasiums used to segment the floor area.
6. The tag noting the fire-resistance of the item shall not be removed.
    a. The use of foam plastic materials for stage decorations or props which exceed one (1) pound each shall be minimized.
7. Wastebaskets shall be constructed of non-combustible materials (24 CCR, Pt. 9, 808.1).
    a. Wastebaskets greater than twenty (20) gallon capacity shall have a lid.
    b. Waste containers greater than thirty-two (32) gallons shall be stored in a designated area or room.

D. Barbecues

The following restrictions apply to Mesa College employees as well as any vendor or at any Mesa College -sponsored event, as long as resources and space allows.
https://www.sandiego.gov/sites/default/files/legacy/fire/pdf/portable.pdf

1. Barbecues must not be closer than ten (10) feet to any permanent structure and must be constantly attended while hot.
    a. Placement of the unit near the openings of any building must take into consideration prevailing winds and movement of smoke.
    b. Charcoal barbecues shall not be located
        i. Underneath an awning or other cover
        ii. Within ten (10) feet of any combustible material, such as tablecloth, fuel can, or garbage can
        iii. Within five (5) feet of a booth, or
        iv. Within twenty (20) feet of a tent (24 CCR, Pt. 9, 3104.15.6).
2. Barbecues shall not be placed near any combustible materials, such as dried vegetation, paper, cardboard, fuels, or solvents.
    a. Starter fluid and fuels may not be stored in a booth.
3. Barbecues used in booth-style situations shall be liquid gas fueled.
    a. Replacement LP cylinders shall not be stored in a booth or tent and must be located at least ten (10) feet from any tent
    b. Maximum tank size is one and a half (1.5) gallons
        i. Larger tanks must be located outside of the booth and have a regulator if they exceed five (5) gallons.
    c. Units must be located no closer than eighteen (18) inches from the booth material.
4. Charcoal barbecues are not allowed in booths.
    a. If charcoal or other solid fuel types are used, a 2.5 gallon pressurized water extinguisher or a five (5) gallon bucket of water shall be located adjacent to the unit to extinguish any incipient fire caused by a spark from the fuel.
    b. Charcoal or other solid fuels shall be either cool to the touch or doused with water before being disposed of if a dedicated 'hot coals' container is not available.
    c. Starter fuel is not allowed inside the booth.

E. Kilns

The Mesa College's Fine Arts programs use kilns of various sizes for the firing and finishing of ceramics.

1. Small Kilns

Kilns that fall under this designation shall have a maximum interior volume of twenty (20) cubic feet (24 CCR, Pt. 4, 932.1)

a. Kilns shall have an ignition device that shuts off any fuel supply if ignition fails (4, CCR Pt. 4, 306).
b. Kilns installed inside of buildings shall (24 CCR, Pt. 4, 932.5)
    i. Have a clearance of at least eighteen (18) inches from non-combustible walls surfaces and three (3) feet from combustible wall materials.
    ii. Be outfitted with a canopy-style ventilation hood between twelve (12) and thirty (30) inches above the unit.
    iii. Kilns may not be operated outside of the canopy.
    iv. Not have standing pilots (24 CCR, Pt. 4, 932.3).
    v. No materials other than kiln bricks or separators shall be stored on top of the kiln.
c. Kilns outside of buildings shall adhere to all above requirements except
    i. If an exterior kiln is under a roof and is enclosed by less than two (2) vertical wall surfaces, the canopy and ducting is not required.

2. Large Kilns

Kilns that exceed the interior volume of twenty (20) cubic feet are considered industrial ovens, also referred to by NFPA as batch furnaces.

a. The operation of large volume kilns requires an operating permit issued by the Fire Department (24 CCR, Pt. 9, 105.6.24).
    i. Any change in equipment requires approval and inspection prior to use (NFPA 86, 4.1.1).
b. Roofs and floors housing large kilns shall be insulted to prevent surrounding materials from reaching a temperature of 160 F.
c. Structures containing large kilns shall be ventilated to allow heated air to escape.
d. Exterior kilns shall have stanchions or other vehicle damage protection system (NFPA 86, 5.1.1.2).
e. Interior kilns shall be properly ventilated.
f. Combustible materials shall be stored at least two and a half (2.5) feet from the kiln (NFPA 86, 5.1.3.2).
g. No materials other than kiln bricks or separators shall be stored on top of the unit.
h. Fuel gas piping (24 CCR, Pt. 4, 1300 et seq.)
    i. Piping shall be securely supported with metal components at distances that are based on the diameter of the supply line (24 CCR, Pt. 4, 1311.2.4.1)
    ii. Emergency shut off valves shall be located outside of any kiln enclosure and be clearly marked (24 CCR, Pt. 4, 1311.11.2)
        1. Shutoff valves shall be located within six (6) feet of the kiln and shall have a visual open/close indicator (24 CCR, Pt. 9, 3004.2.1).
i. A fire extinguisher must be installed between fifteen (15) and fifty (50) feet from the kiln.
j. Users shall be trained in operation, hazards, and emergency actions.

FIRE SUPPRESSION EQUIPMENT

Mesa College provides portable and fixed fire suppression equipment throughout the buildings at all of its facilities. The Facilities Services Department is responsible for the inspection, testing, maintenance and care of all fire suppression equipment.

A. Fire Extinguishers (8 CCR 5543, 8 CCR 6151, NFPA 10)

1. Locations
    a. Fire extinguishers must be located within thirty (30) feet of each instructional laboratory that uses flammable chemicals.
    b. Chemical storage locations that contain flammable liquids must have a fire extinguisher located outside of the door but within ten (10) feet of the storage location.
    c. Areas within buildings that contain flammable liquids, such as storage cabinets, must have a fire extinguisher 10-25 feet from the storage area.
2. The location of the fire extinguishers must be clearly identified with signage and visible from at least 30 feet away.
3. At least twenty-four (24) inches of space must remain clear around each fire extinguisher.
4. Fire extinguishers must be stored in cabinets or on hangars to prevent damage.
    a. Extinguishers may not be stored on the floor.
    b. Cabinets may not be locked unless the extinguisher is in a location that is prone to vandalism or theft.
        i. The cabinet must have a means for emergency opening.
5. Fire extinguishers for the appropriate class of fire (A, B, C, or D) for the hazards present shall be immediately available (NFPA 10).
    a. Class A is for ordinary combustibles (paper, cloth, wood)
    b. Class B is for flammable liquids (grease, paints, solvents, and lacquers)
    c. Class C is for electrical fires where the equipment can be damaged by water
    d. Class D is for combustible metals (magnesium, sodium, potassium)
    e. Class K is for combustible cooking media (vegetable or animal oils, fat)
    f. Combination extinguishers (e.g., A/B/C) are allowed.
6. Fire extinguishers shall be checked monthly by Departmental staff where the fire extinguisher is located.
    a. The gauge on the extinguisher must read 'full' and be in the green portion of the gauge.
    b. The pull pin must be in place in the handle assembly.
    c. A tamper seal must be in place indicating the extinguisher has not been discharged.
    d. The extinguisher must be physically lifted to determine if extinguishing agent is present in the unit.
    e. The tag is punched with the year and month of the annual inspection.
        i. This date shall be no more than twelve (12) months from the current month of inspection.
    f. A tag recording the monthly inspection must be attached to the extinguisher or the mounting assembly.
        i. The individual conducting the inspection shall initial on the space for the current month verifying they have conducted all of the above listed checks.
    g. If any of the above conditions are deficient, the fire extinguisher shall immediately be removed from service and the Facilities Services Department shall be notified to address the extinguisher.
7. Fire extinguishers are inspected and serviced annually by an external contractor coordinated by the Facilities Services Department.
    a. Tags are marked with the month and year of the annual inspection by the contractor.
        i. The inspection will expire one year after the date marked on the tag.
    b. The Facilities Services Department shall notify each Department no less than one (1) week prior to removing extinguishers for service as some instructional activities are affected when fire extinguishers are removed.
        i. Facilities Services Department should avoid servicing all extinguishers on a single floor or in an entire building at any one time unless replacement extinguishers are made available.
8. Records of monthly and annual inspections are attached to the fire extinguisher.
    a. In the event that an extinguisher has not been inspected in the previous month, an immediate inspection shall be conducted and documented on the tag.

i. Inspections shall never be back-dated.
    a. Missed inspections shall be left blank on the tag.

b. In the event that an extinguisher has not been inspected for the previous two months, the extinguisher shall be removed from service and the Facilities Services Department shall be contacted to replace the extinguisher.

c. In the event that no properly inspected fire extinguisher is within thirty (30) feet of an area where chemicals are being used or stored or in kitchen operations, all operations using chemicals or cooking devices in that area shall be immediately suspended until a functioning extinguisher is available.
    i. The use of chemicals by students is forbidden in instructional laboratories if nearby fire extinguishers have not been checked within two months.

9. Inspection

The following systems must be visually inspected to identify any obvious conditions that could affect system actuation or performance:

Fire Control Measures	**Inspection Frequency**	**Service Firm**
Fire Alarm and Detection System	annual	SDCCD Alarm Department
Sprinkler System (riser control valves and water-flow alarm activation)	1 year and 5 year inspection (5 year inspection is more involved and recertifies the system)	Coordinated by SDCCD Alarm Department with various outside vendors
Fire Extinguishers	Annual (recharge) Monthly	Arranged by Facilities; current provider: Fire Hawk By individual Departments

TRAINING

Upon initial assignment the Supervisor shall review the Fire Prevention Program with the employee. The employee will also be apprised of the fire hazards of the materials and processes that are in their work area. The above training will be conducted by the Dean or Supervisor.

Portable fire extinguisher training will be provided upon initial employment and at least annually thereafter. The Fire Extinguisher Safety training can be found in the Environmental section of the Keenan SafeColleges website.

APPENDIX A: DEFINITIONS

Flash point: the lowest temperature of a liquid at which its vapor is given off in sufficient quantities so that the vapor/air mixture above the surface of the liquid will propagate a flame when exposed to a source of ignition.
Combustible liquid: a liquid having a flash point at or above 100˚ Fahrenheit (F). A Class II liquid includes those having flash points at or above 100˚ F and below 140˚ F.
Flammable liquid: a liquid having a flash point below 100 °F is classified as a Class I liquid.

APPENDIX B: SAFE WORK PRACTICES – FIRE SAFETY

Prevention

- Clear areas surrounding electrical outlets. Avoid spilling liquids onto electrically charged areas.
- Maintain a "clutter−free" work area. Don't let paper or debris build up to the point where they conceal possible hazards.
- Immediately replace frayed, damaged, or exposed wires or cables throughout your work area.
- Practice safe work habits regarding the management of flammable chemicals (e.g., solvents, oils, fuels, etc.). Refer to chemical safety safe work practices for additional information.

Be Prepared

- Know all of your escape routes ***before*** a fire break out. Rehearse all escape route options and educate new employees.
- Maintain clear, accessible paths to all exits at all times.
- Know where the nearest fire extinguisher is and how to use it (see below).

What To Do When A Fire Breaks Out

- Don't panic. Remaining as calm as possible will not only help you make more rational decisions, but it will also influence others to remain calm.
- Decide if you should 1) attempt to put out the fire with a fire extinguisher or 2) evacuate and summon help. In general, if the fire is bigger than you are, you should evacuate and summon help.
- ***Safety is always your #1 priority***. Never risk serious injury trying to put out a fire.
- When evacuating, stay low and take short breaths. Heat, smoke, and toxic gases rise.
- Prevent the fire from spreading by leaving doors and windows closed behind you.
- Do not re−enter a burning building.

Fire Extinguishers

Know where fire extinguishers are located in your work area so that you don't have to look for them in an emergency situation. Every fire extinguisher should have an inspection tag affixed with an inspection date less than one year old. In addition, the needle on the pressure gauge should be in the green area. If there is a problem with the fire extinguisher(s) in your work area, notify maintenance immediately.

Fire extinguishers are effective in putting out small fires when used properly. It is critical to understand how to operate them and what type to use on different types of fires. The Fire Extinguisher Safety training can be found in the Environmental section of the Keenan SafeColleges website.

How to Operate a Fire Extinguisher

Remember the acronym, *P.A.S.S.*

Pull the pin

Aim the extinguisher nozzle at the base of the fire

Squeeze the trigger while holdingupright

Sweep the extinguisher from side to side, covering the base of the fire until it is put out

Types of Fires/Extinguishers

A Ordinary Combustibles		Class A extinguishers put out fires in ordinary combustible materials such as cloth, wood, rubber, paper, and plastics.
B Flammable Liquids		Class B extinguishers are used on fires involving flammable liquids (grease, gasoline, oil, oil–based paints).
C Electrical Equipment		Class C extinguishers are suitable for use on fires involving appliances, tools, or other equipment that is electrically energized/plugged in.
D Combustible Metals		Class D extinguishers are designed for use on flammable metals and are often specific for the type of metal. These are typically found only in factories working with these metals.
K Combustible Cooking		Class K fire extinguishers are intended for use on fires that involve vegetable oils, animal oils, or fats in cooking appliances. These extinguishers are generally found in commercial kitchens, such as those found in restaurants, cafeterias, and caterers.

*There are also multi–purpose fire extinguishers e.g. A–B–C, B–C.
**http://www.usfa.fema.gov/prevention/outreach/extinguishers.html

APPENDIX C: FIRE EXTINGUSHER INSPECTION

Monthly Fire Extinguisher Inspection Checklist

- Confirm the extinguisher is visible, unobstructed, and in its designated location.
- Verify the locking pin is intact and the tamper seal is unbroken. Examine the extinguisher for obvious physical damage, corrosion, leakage, or clogged nozzle.
- Confirm the pressure gauge or indicator is in the operable range or position, and lift the extinguisher to ensure it is still full.
- Make sure the operating instructions on the nameplate are legible and facing outward.
- Check the last professional service date on the tag. (A licensed fire extinguisher maintenance contractor must have inspected the extinguisher within the past 12 months.)
- Initial and date the back of the tag.

Report expired service tags and missing, damaged, or used extinguishers immediately to:

OEHS Coordinator, at x2763 or email mfay@sdccd.edu or to the Facilities Department