

SAFETY EQUIPMENT MONTHLY INSPECTION RECORD

Please be advised that the National and Manitoba Fire Code as well as Brandon Fire and Emergency Services Policies require that all emergency systems and equipment must be serviced and tested monthly. It is the responsibility of the owner or representative to arrange for the necessary annual maintenance and testing of your building emergency systems by certified technicians.

For your convenience we have included the following monthly maintenance and test log for your records. Please complete as required and store in a safe location.

Main Fire Alarm Main Panel. Inspect monthly

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

Smoke/ Carbon Monoxide Detectors/ Alarms

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

Fire Extinguishers

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

Emergency Lights

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

Exit Lights

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

Exit Doors

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

Sprinkler Standpipe

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

Kitchen Hoods

Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.
Remarks:											

How to Check Your Items on the Monthly Check List

**YOU ARE ONLY REQUIRED TO CHECK THE SYSTEMS THAT
YOU HAVE ON YOUR PROPERTY**

Fire Alarm Panel

Ensure green light is on.

Smoke Alarms

Ensure green light is on. Push test button for audible signal. Do not push test button if units are tied to the alarm system.

Carbon Monoxide Detector

Ensure the light is on.

Fire Extinguishers

Ensure the gauge is in the green. Make sure the pin is in place held by the tamper seal.

Emergency Lights

Turn off power to unit for 20 minutes and make sure bulbs are illuminated. Replace bulbs that are burnt out. If batteries do not last 20 minutes, replace them.

Exit Lights

Ensure bulbs are illuminated. Replace bulbs when necessary.

Exit doors

Maintain a clear path to the exit and ensure the door closes properly.

Sprinkler/Standpipe

Ensure pressure in the gauge.

Kitchen Hoods

This item is for restaurants. Clean filters regularly. System must be cleaned every six months and serviced every six months by a qualified technician.

The Safety Equipment Monthly Inspection Record can be found here:

[S:\Fire Prevention\Fire Inspection Checklists\Safety Equipment Monthly Inspection Record \(Including exit lights and alarm\).pdf](S:\Fire Prevention\Fire Inspection Checklists\Safety Equipment Monthly Inspection Record (Including exit lights and alarm).pdf)