



Memo

To All District Head Custodians
From Roy Paul, Manager of Custodial Services / Health & Safety
RE **FIRE EXTINGUISHERS**
Date September 20, 2007

It is requested that you conduct a visual inspection of fire extinguishers.

Please use the following criteria:

- Is the fire extinguisher in its location
- Is it still in the Green
- Are there signs of tampering (*for example the handle locking pin is missing*)

A form is attached for your use.

If any of the above occurs a work order for immediate replacement should occur.

