



Queen's University Environmental Health & Safety

Date Issued: April 2026	Page No.: 1	Document No.: SOP-FIRE-02
Revision 3.0	Subject: Fire Extinguisher and Hose Cabinet Inspection	

1.0 Introduction

This standard operating procedure (SOP) outlines a department's responsibility regarding hose cabinet and fire extinguisher inspections. In accordance with provincial legislation, the Department of Environmental Health and Safety has outlined the items that are to be checked when conducting monthly inspections on hose cabinets and fire extinguishers.

2.0 Scope

This SOP applies to all hose cabinets and fire extinguishers in all Queen's University buildings.

3.0 Applicable Legislation:

- The Ontario Fire Code (O. Reg 213/07)
- National Fire Protection Association (NFPA 10, Portable Fire Extinguishers)

4.0 Responsibilities

This section outlines the responsibilities within the university for the implementation of this standard operating procedure.

4.1 Department of Environmental Health & Safety

- Provide maintenance of all extinguishers.
- Provide tags for monthly extinguisher inspections.
- Review and amend the standard operating procedure as necessary.

4.3 Department Safety Officers or Delegates

- Conduct monthly inspections of all fire extinguishers and hose cabinets in the department.
- The monthly check is intended to give a reasonable assurance that the fire extinguisher is fully charged and functional.
- If the extinguisher appears to require maintenance contact The Department of Environmental Health and Safety (safety@queensu.ca or 32999) for replacement.

5.0 Monthly Fire Hose Cabinet Inspection Procedure

1. The fire hoses shall be checked to ensure they are in their locations and that they are secured to the standpipes.
2. That the nozzles are attached,
3. The Wrench is present, and
4. That the hose cabinets are free of debris (pop cans, garbage etc.)

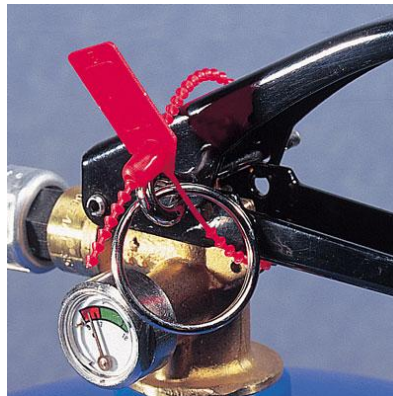
Date Issued: April 2026	Page No.: 2	Document No.: SOP-FIRE-02
Revision 3.0	Subject: Fire Extinguisher and Hose Cabinet Inspection	

6.0 Monthly Fire Extinguisher Inspection Procedure

1. Ensure the extinguisher is its assigned location.
2. The label is facing outward.
3. Ensure access to extinguishers is not blocked and a clear path to the extinguishers is being maintained.
4. The pressure should be within the recommended level on extinguishers equipped with a gauge. The needle should be in the green zone. If the needle is not in green zone, the extinguisher requires professional maintenance.



5. Verify the locking pins are intact and the tamper seals are not broken.



Date Issued: April 2026	Page No.: 3	Document No.: SOP-FIRE-02
Revision 3.0	Subject: Fire Extinguisher and Hose Cabinet Inspection	

6. Visually inspect the hoses and nozzles to ensure they are in good condition and show no signs of cracking or dry rot. Inspect nozzles to make sure they are free of obstruction.



7. Visually inspect the extinguishers for dents, leaks, rust, chemical deposits, or other signs of abuse/wear. If an extinguisher is damaged report this information the Department of Environmental Health & Safety (ext. 32999).






Queen's University Environmental Health & Safety

Date Issued: April 2026	Page No.: 4	Document No.: SOP-FIRE-02
Revision 3.0	Subject: Fire Extinguisher and Hose Cabinet Inspection	

- Review the inspection tags to verify previous and upcoming inspections. Be sure to date and sign the tag to document your inspection. If the tag is full, you can request a replacement from the Department of Environmental Health & Safety. Only one inspection tag is necessary, indicating the date of the last annual inspection and servicing. Monthly inspections should continue to be recorded on this tag.

Additionally, EHS is implementing an RFID system to maintain an electronic record of all inspections and maintenance activities, both monthly and annual. If the fire extinguisher is equipped with an RFID tag, inspections must also be documented by scanning the tag and completing the electronic inspection form.



**Fire Extinguisher
In House Inspection Record**

Department _____

Building _____

Exting. No. _____

	Date	Signature
JAN.		
FEB.		
MAR.		
APR.		
MAY		
JUN.		
JUL.		
AUG.		
SEP.		
OCT.		
NOV.		
DEC.		

- In the event a fire extinguisher is used/discharged, contact EHS immediately to have the fire extinguisher replaced to ensure building and occupant safety.

Revision History

- 1.0: April 2010 - Initial Release
- 2.0: April 2025 – General Revisions and Updates
- 3.0: March 31, 2026 - General Revisions and Updates