Monthly Safety Checklist: CBOC: FY :

Fire Extinguisher

Date	FE#	Initials	Initials

Emergency Lights

Date	EL#	Initials	Initials

Exit Signs

Date	ES#	Initials	Initials	Printed Name and Signature	Initials

Fire Extinguishers:

Check Monthly

Emergency Lights:

Check Monthly for 30 second and Annually-Functional test- 90 minutes.

Exit Lights:

Check Monthly for 30 seconds and annually-functional test for 90 minutes or replace batteries and check 10% of 90 minutes.

Comments:_____

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Each CBOC's Administrative Officer is responsible for submitting this completed form to Engineering by the 5th of each month via fax e-mail to james.monroe2@va.gov. The form will need to include all devices listed above per CBOC.