## **Fire Equipment Maintenance Log Sheet**

### **Header Section**

* **Company/Organization Name:** [Enter Company Name]
* **Building Name/Location:** [Building/Location]
* **Date of Preparation:** [DD/MM/YYYY]
* **Fire Safety Officer:** [Fire Safety Officer Name]

### **Fire Equipment Details**

| **Equipment Name** | **Equipment Type (Extinguisher, Alarm, Hydrant, etc.)** | **Serial Number** | **Manufacturer** | **Installation Date** | **Location (Floor/Room)** |
| --- | --- | --- | --- | --- | --- |
| [Enter Name] | [Enter Type] | [Enter Serial] | [Manufacturer] | [DD/MM/YYYY] | [Location] |

### **Maintenance Record Table**

| **Date of Inspection** | **Performed By (Technician/Inspector)** | **Inspection Type (Routine, Emergency, Compliance)** | **Defects/Issues Identified** | **Corrective Actions Taken** | **Next Inspection Date** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| [DD/MM/YYYY] | [Inspector Name] | [Type of Inspection] | [Issues/Defects] | [Actions Taken] | [Next Date] | [Notes] |
| [DD/MM/YYYY] | [Inspector Name] | [Type of Inspection] | [Issues/Defects] | [Actions Taken] | [Next Date] | [Notes] |

### **Equipment Replacement/Recharge Record**

| **Date of Replacement** | **Equipment Replaced (Fire Extinguisher, Alarm, etc.)** | **Reason for Replacement (Expired, Damaged, etc.)** | **New Equipment Details** |
| --- | --- | --- | --- |
| [DD/MM/YYYY] | [Equipment Type] | [Reason for Replacement] | [New Equipment Details] |

### **Sign-off Section**

* **Prepared By (Name, Position, Signature):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Reviewed/Approved By (Name, Position, Signature):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **Date of Review/Approval:** [DD/MM/YYYY]