

# 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,	Defects/Issues Identified	Corrective Actions Taken	Next Inspection Date	Comments

		<b>Compliance)</b>				
[DD/MM/YY YY]	[Inspector Name]	[Type of Inspection]	[Issues/Defects]	[Actions Taken]	[Next Date]	[Notes]
[DD/MM/YY YY]	[Inspector Name]	[Type of Inspection]	[Issues/Defects]	[Actions Taken]	[Next Date]	[Notes]

### Equipment Replacement/Recharge Record

<b>Date of Replacement</b>	<b>Equipment Replaced (Fire Extinguisher, Alarm, etc.)</b>	<b>Reason for Replacement (Expired, Damaged, etc.)</b>	<b>New Equipment Details</b>
[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]