

# Memorandum

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**To:** All District Head Custodians  
**From:** Roy Paul  
**Date:** 9/20/2007  
**Re:** Fire Extinguishers

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

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.

Thanks

Site/school \_\_\_\_\_

