



Fire Safety - Basic Maintenance Guide

Simple monthly checks for alarms, extinguishers and three essential rooms

FREE COMMUNITY RESOURCE

Use this guide to build a manageable maintenance rhythm. Start with the essential devices, record what needs attention and refer repairs or inspections to qualified professionals.

For a complete walkthrough. Seek out the Home Safety Check and Connect Kit for a comprehensive whole home safety walkthrough, escape planning, a master checklist and neighborhood activities.

Important. This resource does not replace a professional inspection, product instructions, local codes or emergency services. Call 911 for an active emergency.



01 QUICK START

Quick Start

Use this guide in short monthly check-ins. Ask permission, include the resident and stop when a task requires a qualified professional.

Bring along

- ☐ Clipboard and this guide
- ☐ Pen or pencil
- ☐ Phone flashlight
- ☐ Replacement batteries only with permission

Before you begin

- ☐ Ask permission before entering or testing anything.
- ☐ Invite the resident to walk with you and explain each step.
- ☐ Do not climb ladders, open panels, move heavy appliances or perform repairs unless qualified.
- ☐ Photograph only with clear permission and protect personal information.

The four step rhythm

1 LOOK	2 TEST	3 RECORD	4 FIX OR REFER
Notice placement and condition	Use the device test button	Write dates and next actions	Handle only simple permitted tasks or call a professional

Leave and call 911. Move everyone outside, account for each person and do not re-enter for fire, heavy smoke, a gas smell, a dangerous alarm condition or possible carbon monoxide symptoms.



02 SMOKE ALARM CHECK

Smoke Alarm Check

Working alarms provide early warning. Test every alarm with the resident present and follow the manufacturer instructions.

Placement and condition

- ☐ An alarm is present on every level, including the basement.
- ☐ An alarm is inside every bedroom and outside each separate sleeping area.
- ☐ Alarms are not painted, covered, loose or visibly damaged.
- ☐ The alarm is at least 10 feet from a cooking appliance when practical.
- ☐ Interconnected alarms are considered so one alarm makes all alarms sound.

Test and record

- ☐ Tell everyone before testing and protect sensitive ears.
- ☐ Press and hold TEST according to the manufacturer instructions. Never use flame or smoke to test.
- ☐ Test monthly and replace removable batteries at least yearly or when the low battery signal sounds.
- ☐ Replace an alarm at 10 years, sooner when directed by the manufacturer, or whenever it fails.

LOCATION	TESTED	MFG DATE	BATTERY OR AGE	ACTION
	☐ Pass ☐ Fail			
	☐ Pass ☐ Fail			
	☐ Pass ☐ Fail			
	☐ Pass ☐ Fail			



03 CARBON MONOXIDE ALARM CHECK

Carbon Monoxide Alarm Check

Carbon monoxide is colorless and odorless. Working alarms are essential wherever carbon monoxide could be produced.

Placement and condition

- ☐ An alarm is present on every level and outside each sleeping area.
- ☐ Battery operation or battery backup protects during an outage.
- ☐ The device is not covered, next to a heating vent or directly above a fuel burning appliance unless directed.
- ☐ The model is listed to the current UL 2034 standard and the manufacturer directions are available.

Monthly test

- ☐ Warn everyone, then press and hold TEST as directed. The test checks circuitry; it does not prove the home is free of carbon monoxide.
- ☐ Record the manufacture or replace by date and follow the manufacturer replacement schedule.
- ☐ Never run a generator, grill or vehicle in a home, garage or enclosed space.

If an alarm sounds. Move everyone outside to fresh air, call 911 or fire services, count every person and do not re-enter until responders give permission.

LOCATION	TESTED	MFG DATE	BATTERY OR AGE	ACTION
	☐ Pass ☐ Fail			
	☐ Pass ☐ Fail			
	☐ Pass ☐ Fail			



04 FIRE EXTINGUISHER CHECK

Fire Extinguisher Check

An extinguisher is for a small, contained fire only and only when escape remains the first priority.

Check the unit

- ☐ A listed label is visible and the unit matches likely hazards.
- ☐ The pressure indicator is in the operable range, if equipped.
- ☐ The pin and tamper seal are intact and the hose or nozzle is clear.
- ☐ There is no rust, dent, leak or visible damage.
- ☐ The service or expiration date is current according to the label.

Check the location

- ☐ The unit is visible, accessible and near an exit, not behind the likely fire.
- ☐ Adults who may use it can lift and operate it.
- ☐ A kitchen unit is not directly beside or above the stove.

P A S S. Pull the pin. Aim low at the base. Squeeze the handle. Sweep side to side. Leave immediately if the fire does not go out, the extinguisher empties or conditions worsen.

LOCATION OR TYPE	GAUGE	PIN OR SEAL	CONDITION	ACTION OR DATE

**05 BASIC MAINTENANCE PLAN**

Basic Maintenance Plan

Use this page for a simple room by room routine. Limit the first check to the kitchen, living room and bedroom so the plan stays manageable.

ROOM	CHECK	ACTION NEEDED	WHO	NEXT DATE
Kitchen	Cooking area clear; extinguisher accessible; cords undamaged			
Living room	Exits clear; outlets and heaters appear safe; alarm audible			
Bedroom	Smoke alarm present; two exits identified; pathway clear			

Simple schedule

- ☐ Every month test smoke and carbon monoxide alarms.
- ☐ Every month confirm the extinguisher remains visible and accessible.
- ☐ Every month clear exits and keep a three foot area around portable heaters.
- ☐ Every year or as directed replace batteries, review service dates and replace devices by the manufacturer date.

Continue with the comprehensive guide. The Home Safety Check and Connect Kit provides the complete whole home walkthrough, escape planning pages, master checklist and neighborhood activity. Request it from Neighborly or receive it through Neighborhood Captain onboarding.

Important. This guide provides general education, not a code inspection or professional certification. Product instructions, local requirements and emergency services guidance take priority. Call 911 for an active emergency.