

**RHC Monthly Fire Prevention Duties**  
**Fiscal Year End: 12/31/2021 (Update Annually)**

Month	Quarterly Test Smoke Alarms	Monthly Recharge Fire Extinguisher	Annual Fire Drill
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

**Instructions**

On the last day of the working month, please closely perform the above maintenance on fire prevention items. Please initial in each of the boxes that you completed the task for the appropriate month. The Office Manager will oversee this process on a quarterly basis to ensure it has been completed:

\_\_\_\_\_  
1st Quarter

\_\_\_\_\_  
2nd Quarter

\_\_\_\_\_  
3rd Quarter

\_\_\_\_\_  
4th Quarter

