SAFETY

Emergency lighting and exit sign inspection checklist

A test log for each zone's emergency lights and exit signs: a visual check on normal power, a test with normal power cut, every unit lit for the test duration, and each failed fixture recorded by location and raised as a work order.

How often: **Monthly, or as your fire code sets** Who: **Facility technician or fire warden** **About 20 min** **16 items**

Site or area _____ Asset or line _____

Date and time _____ Completed by _____

Before you use it

- A general checklist. It makes no claim about what any regulation or code requires. Test intervals and durations for emergency lighting come from the fire code that applies to your building, the authority having jurisdiction and the fixture manufacturer; put those figures in before you use it.
- Test one zone at a time and record each fixture by its number or location. Cut normal power with the unit's test button or the circuit's test switch, and check that every emergency light comes on and every exit sign stays lit for the whole test. A battery unit that fades partway through, a head aimed at the ceiling and a dark exit sign are the findings to catch.
- For the exit routes themselves (obstructions, doors and signage), use the exit route inspection checklist alongside this one. One record per zone: scan the zone's tag, photograph each failed fixture, and every failure becomes a work order with an owner.

Zone

NO.	ITEM	RESULT	NOTES
1	**Scan the zone tag**	☐ Visited	
2	**Zone, floor or area tested**	_____	

On normal power

NO.	ITEM	RESULT	NOTES
3	**Charging or ready indicator lit on every battery unit**	☐ Pass ☐ Fail ☐ N/A	
4	**Fixtures and lenses clean and undamaged; heads aimed along the path of travel**	☐ Pass ☐ Fail ☐ N/A	
5	**Exit signs in place, legible and lit**	☐ Pass ☐ Fail ☐ N/A	
6	**Nothing blocks the view of an exit sign or the light from a fixture**	☐ Pass ☐ Fail ☐ N/A	

Test with normal power cut

NO.	ITEM	RESULT	NOTES
7	**Test type**	☐ Monthly short test ☐ Full-duration test ☐ Retest after repair	

NO.	ITEM	RESULT	NOTES
8	**Test duration** Set the duration from your fire code and the fixture manufacturer's instructions.	_____ seconds or minutes Limit _____	
9	**Every emergency light came on when normal power was cut**	☐ Pass ☐ Fail ☐ N/A	
10	**Every exit sign stayed lit on battery or emergency power**	☐ Pass ☐ Fail ☐ N/A	
11	**All units stayed lit and bright for the whole test**	☐ Pass ☐ Fail ☐ N/A	
12	**Normal power restored and charging indicators back on after the test**	☐ Pass ☐ Fail ☐ N/A	

Result

NO.	ITEM	RESULT	NOTES
13	**Fixtures that failed, by number or location**	_____ _____	
14	**Photo of each failed fixture**	☐ Photo taken	
15	**Result**	☐ All passed ☐ Failures found, work order raised ☐ Temporary lighting arranged until repaired	
16	**Tested by**	Name _____ Signature _____ Date _____	

Follow-up

For each failed check or reading out of limit: what was found, what was done, and the work order raised for it.

NO.	WHAT WAS FOUND	ACTION OR WORK ORDER	OWNER	DUE

Free to use and adapt. To run it on mobile, with checkpoint scans, readings checked against their limits as they are entered, and photos and signatures attached to the check, see vardian.io/templates/emergency-lighting-inspection-checklist.