

EMERGENCY LIGHTING & EXIT SIGN INSPECTION CHECKLIST

(Monthly Functional Test — 30 Seconds)

Monthly Functional Test

For the Month of, Date

TASK	STATUS
Press and hold the push-to-test button on each emergency light for a minimum of 30 seconds (NFPA 101 §7.9.3).	
Verify all emergency lamp heads illuminate immediately and stay lit for the full 30-second test.	
Confirm each unit switches to battery power within 10 seconds of the test button being pressed.	
Check that lamp heads are correctly aimed to cover the path of egress with no dark gaps.	
Inspect each exit sign for full, even illumination of the word EXIT with no dead segments or dim letters.	
Verify the green AC 'power on' pilot indicator is lit on every unit (confirms the battery is charging).	
Inspect each fixture and sign for cracked lenses, physical damage, or loose mounting.	
Confirm no exit sign or emergency light is blocked, obstructed, or hidden by signage, decor, or stored items.	
For self-testing/self-diagnostic units: verify the status indicator shows a passing result (no fault light).	
Log the unit number and result for every fixture. Flag any unit that fails to illuminate or hold charge.	
<i>Additional Task:</i>	

Instructions:

Complete every 30 days for every emergency light and illuminated exit sign in the facility (NFPA 101 §7.9.3). Press and hold each unit's push-to-test button for a minimum of 30 seconds to confirm the battery and lamps activate. Emergency lighting must switch on within 10 seconds of a power interruption. For self-testing/self-diagnostic units, a monthly visual check of the status indicator satisfies the functional-test requirement. Number each fixture so failures can be tracked and repaired. Missing monthly test records is the most common fire-marshal citation for lighting systems.

EMERGENCY LIGHTING & EXIT SIGN INSPECTION CHECKLIST

(Annual 90-Minute Duration Test)

Annual 90-Minute Duration Test

Test Date: Technician:

TASK	STATUS
Cut AC power to the emergency lighting circuit (typically at the breaker) to simulate a real power failure.	
Confirm every emergency light and exit sign activates automatically within 10 seconds of power loss.	
Run the full 90-minute duration test with the units on battery power only (NFPA 101 §7.9.3).	
Verify all fixtures remain fully illuminated for the entire 90 minutes without dimming or shutting off.	
Measure egress path illumination: at least 1 ft-candle average initially, no point below 0.1 ft-candle.	
Check end-of-test illumination: average must remain at least 0.6 ft-candle, no point below 0.06 ft-candle.	
Verify the maximum-to-minimum illumination ratio along the egress path does not exceed 40 to 1.	
Replace any battery that fails to hold the full 90 minutes. Sealed lead-acid batteries typically last 3–5 years.	
Restore AC power and confirm all units return to normal charging mode (green pilot light on).	
Have a licensed technician verify UL 924 listing and inspect wiring on any fixture that failed.	
Additional Task:	

Instructions:

Perform once per year (NFPA 101 §7.9.3). The only reliable way to run this test is to cut AC power to the emergency circuit and let the units run on battery for the full 90 minutes — everything on that breaker will lose power, so plan accordingly. The system must provide an initial average of at least 1 foot-candle along the egress path (no point below 0.1), declining to no less than an average of 0.6 foot-candle (no point below 0.06) at the end of 90 minutes, with a maximum-to-minimum ratio no greater than 40 to 1. Any unit that cannot hold the full 90 minutes needs a new battery. A documented power outage lasting at least 90 minutes may be credited as the annual test.

EMERGENCY LIGHTING & EXIT SIGN INSPECTION CHECKLIST

(Exit Sign Placement & Visibility Audit)

Exit Sign Placement & Visibility Audit

Date: Inspector:

TASK	STATUS
Verify an exit sign is visible from any point along the egress path — no viewing distance exceeds 100 feet.	
Confirm EXIT lettering is at least 6 inches (152 mm) high with a stroke width of at least $\frac{3}{4}$ inch (19 mm).	
Check that each sign is mounted with its bottom edge no more than 80 inches (6'8") above the egress opening.	
Verify floor-proximity exit signs (where required) are mounted 6–18 inches above the floor.	
Confirm externally illuminated signs receive at least 5 ft-candles at the sign face.	
Check that directional arrows on exit signs correctly point toward the nearest usable exit.	
Verify no 'EXIT' sign is posted over a door that does NOT lead to an exit (no misleading signage).	
Confirm 'No Exit' or equivalent signage is posted on doors that could be mistaken for an exit.	
Check that all exit doors, corridors, and stairwells in the egress path have adequate emergency light coverage.	
Verify exit signs are internally lit (UL 924 listed) or photoluminescent signs are charged by continuous lighting.	
Additional Task:	

Instructions:

Perform at least annually and whenever the floor plan changes (renovations, new walls, relocated equipment). NFPA 101 §7.10 requires an exit sign to be visible from any point along the egress path, with viewing distances not exceeding 100 feet for standard 6-inch-letter signs. EXIT lettering must be at least 6 inches high with a $\frac{3}{4}$ -inch stroke width. Externally illuminated signs need at least 5 foot-candles at the face. Watch for the two most common violations: 'EXIT' signs over doors that do not lead to an exit, and missing directional arrows. Every door that could be mistaken for an exit but is not one should be clearly marked.

EMERGENCY LIGHTING & EXIT SIGN INSPECTION CHECKLIST

(Battery & Fixture Maintenance)

Battery & Fixture Maintenance

Date: Technician:

TASK	STATUS
Inspect battery terminals for corrosion, swelling, or leakage. Clean terminals and check connections are tight.	
Record the installation date on each battery. Proactively replace sealed lead-acid batteries at 3–5 years.	
Test battery voltage under load; replace any battery that will not hold the required 90-minute duration.	
Clean fixture lenses and diffusers so light output is not reduced by dust, grease, or film buildup.	
Replace any burned-out or dimming lamp/LED heads. Confirm replacements match the fixture's listed rating.	
Verify the charging circuit works: green pilot indicator lit and battery recharges fully after each test.	
Check mounting hardware and confirm each fixture is securely fastened and correctly aimed.	
Inspect wiring, conduit, and junction boxes for heat damage, loose connections, or moisture intrusion.	
Test emergency lighting after any electrical work, construction, or renovation that affects the circuit.	
Additional Task:	

Instructions:

Perform quarterly, or more often in harsh environments. The battery is the component most likely to fail — sealed lead-acid batteries typically last 3–5 years, and a battery that passes a 30-second test can still fail the 90-minute duration test. Record each battery's install date and replace proactively rather than waiting for failure. Always re-test emergency lighting after any electrical work, construction, or renovation that touches the circuit. Emergency lighting equipment and battery drivers must be UL 924 listed.

EMERGENCY LIGHTING & EXIT SIGN INSPECTION CHECKLIST

(Documentation & Compliance)

Documentation & Compliance

Date:

TASK	STATUS
Number or label every emergency light and exit sign so each unit can be tracked individually.	
Maintain a written monthly test log: date, technician, unit number, and pass/fail result for each fixture.	
Record the annual 90-minute test: date, technician, duration achieved, and any batteries or units replaced.	
Document all corrective actions: failed units, parts replaced, and re-test results with dates.	
Keep a battery replacement log with install dates so replacements can be scheduled before failure.	
Retain records of any power outage used to satisfy the annual test (must last at least 90 minutes, documented).	
File all records where they are readily available for the fire marshal or AHJ on request.	
Retain test records per the AHJ requirement — commonly the current year plus at least the two prior years.	
<i>Additional Task:</i>	

Instructions:

Documentation is what fire marshals inspect first — missing test records trigger violations even when the lights actually work. NFPA 101 §7.9.3 requires written records of all monthly and annual tests. Number every fixture, log each test with date/technician/result, and keep records readily available for the Authority Having Jurisdiction (AHJ). A documented power outage of at least 90 minutes can satisfy the annual duration test. Retain records per your AHJ's requirement — commonly the current year plus the two prior years.