Emergency Lighting Inspection Checklist

Date:		**Inspector:**	
Building/Location:		**Floor/Area:**	
Inspection Type:		**Total Units Inspected:**	

Part 1: Monthly Visual Inspection

#	Inspection Item	OK	Fail
1	Emergency Light Units — Charge indicator light is on; no visible damage to housing, lens, or lamp heads; aimed correctly; not obstructed		
2	Exit Signs — Illuminated and visible from all required directions; all letters legible; no cracked or missing lenses; arrows correct		
3	Combination Units — Both exit sign face and emergency lamp heads functional; charge indicator on; no damage		
4	Self-Testing Units — Status indicator shows no errors from most recent self-test; no visible damage; no fault codes displayed		
5	Mounting and Installation — All units securely mounted; no loose fixtures or hanging wires; mounting height appropriate for visibility		

Part 2: Monthly 30-Second Functional Test

#	Inspection Item	OK	Fail
1	Test Activation — Test button pressed and held for at least 30 seconds (or AC power disconnected to circuit)		
2	Lamp Operation — All lamp heads illuminate on battery power; adequate brightness; no flickering or dimming; LEDs fully lit		
3	Exit Sign Illumination — Exit sign remains illuminated on battery; all letters and arrows visible; no significant dimming		
4	Transfer Time — Transfer to battery power occurs within 10 seconds of AC power loss		
5	Power Restore — Unit returns to normal operation; charge indicator re-illuminates confirming battery charging resumed		

Part 3: Annual 90-Minute Duration Test

#	Inspection Item	OK	Fail	N/A
1	Preparation — Coordinated with building management; scheduled during low-occupancy; occupants notified in advance			
2	AC Power Disconnected — Circuit breaker(s) turned off; all battery-powered units activated automatically			
3	90-Minute Monitoring — All units remain illuminated for the full 90 minutes; time of any unit failure recorded			

4	Illumination Quality — Egress path lighting adequate throughout test; initial ≥1 fc avg; ≥0.6 fc avg at 90 min			
5	Power Restored and Verified — AC power restored; all charge indicators re-illuminate; failed units noted for replacement			
6	Results Documented — Each unit identified by location/ID; pass/fail recorded; corrective actions scheduled for deficiencies			

Deficiencies Found

#	Description	Corrective Action	Assigned To	Date Fixed
1				
2				
3				
4				
5				

WARNING: Any emergency lighting unit that fails to illuminate on battery power or does not sustain illumination for the required test duration must be repaired or replaced immediately. Non-functional emergency lighting during an actual emergency can prevent safe evacuation and endanger lives.

Units Passed: _____ **Units Failed: _____** Overall Result: □ Pass □ Fail (corrective actions required)

Inspector: _____ **Date: _____**

Facility Manager: _____ **Date: _____**

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