

Emergency lighting and exit signs annual maintenance checklist

The annual emergency lighting service is the deep pass: the measurements, cleanings and tests a quarterly round doesn't reach. This checklist keeps the full service on record with the photos that make it defensible later. Work is commonly verified against NFPA 101, the applicable building code. Confirm the edition your authority having jurisdiction has adopted.

Who runs it: The building engineer or the electrical service tech running the full-duration discharge, recording start, end and any early dropouts on the site record. When: Once a year, scheduled when the extended discharge can run without leaving occupied areas in the dark, and coordinated so units are recharged and back in service before the space is used.

Duration discharge observed

- ☐ **Full-duration discharge run and walked to the end**
Normal power cut and units run on battery for the full required duration, the egress path walked at the end of the run to confirm heads and exit faces are still adequately lit. **3 photos required**
- ☐ **Early dropouts identified during the run**
Any head, combo unit or exit sign that dims or drops before the end of the discharge identified by location and flagged for battery replacement. **1 photo required**

Restoration

- ☐ **Units recharged and returned to normal after the run**
Normal power restored, charge indicators confirmed recovering on each unit, no fixture left showing a fault before the area is put back in service. **1 photo required**

Documentation

- ☐ **Discharge result and failed units recorded on the building side**
Discharge date, duration and each unit that failed or dropped early logged with a photo and its location on the site record so replacements can be tracked to closure. **1 photo required**