READY TO INSPECT — FIELD CHECKLIST

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.

Before the discharge

- [ ] Owner told before the duration test starts
  Owner and occupants of the floors under test told when normal lighting will be cut and for how long, and the monitoring company told first where the run could send a signal.
  No photo required
- [ ] Run time set from the governing standard or the AHJ
  Required duration taken from the life safety or building code family that applies, or from the AHJ's direction, and written on the test record before power is cut.
  No photo required
- [ ] Test staged so egress stays lit during recharge
  Run done floor by floor or while the space is empty, with portable lighting staged, so no occupied egress path is left without lighting while units recharge.
  No photo required

Duration discharge observed

- [ ] Normal supply cut at the control that feeds the test area
  Branch breaker opened under the site's electrical safety procedure and its PPE, or the inverter or transfer test switch used, control photographed in test position, never batteries pulled.
  1 photo required
- [ ] 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
- [ ] Central source readings taken during the run where fitted
  Where lights run from a central inverter or battery system, output voltage, load and battery voltage read mid-run against the nameplate and last year's readings.
  No 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
- [ ] Owner told once recharge is complete
  Owner told the lighting is back in service once charge indicators show full or the manufacturer's recharge time has passed, and the monitoring company told if it was notified.
  No 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

- [ ] Battery age checked against the replacement record
  Each unit's battery install date from the log or its date label set against the manufacturer's service life, with batteries near the end scheduled for replacement.
  No photo required

- [ ] Repaired units given their own duration test
  Each unit given a new battery or replaced after the run is recharged and run for the full duration again, with its result added to the log.
  No photo required

- [ ] Test log for the year complete and on file
  Log shows every quarterly round and this annual run, dated with the tester's name, kept where the owner and the AHJ can review it.
  No photo required