

Emergency lighting and exit signs quarterly maintenance checklist

A quarterly emergency lighting round is short on purpose: it catches the wear items that fail between annual services. This checklist is sized for a tech with a phone. Every item says what to look at and the photo that proves the round happened. 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 walking the egress path on the quarterly round, holding the test button and recording what lights and what doesn't. When: Every quarter, walked along the actual egress route floor by floor so the coverage is checked where people would travel, not just where the fixtures are easy to reach.

Function test

- ☐ **Push-to-test operated on each unit along the route**
Test button held on each unit and combo exit/emergency fixture, both lamp heads striking and staying lit for the button test, pilot LED showing charge. **2 photos required**
- ☐ **Battery-condition indicators observed**
Charge/fault indicator on each unit in its normal state, no fixture showing a fault LED or an obviously dim head that signals a failing battery. **1 photo required**

Coverage and aim

- ☐ **Lamp heads present and aimed along the egress path**
Both heads present on each unit and aimed to cover the path of egress, stair, and any change of direction, no head twisted to a wall or ceiling, no missing lamp. **2 photos required**
- ☐ **Exit signs legible, illuminated and correctly directed**
Exit faces evenly illuminated and legible from the approach, directional arrows pointing the correct way for the route, no dark segment or wrong-way sign. **1 photo required**