READY TO INSPECT — FIELD CHECKLIST

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.
  No photo 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.
  No photo required
- [ ] Self-test or central source status read where fitted
  Self-diagnostic codes, a monitoring panel or the central inverter's display read for faults since the last round, and each unit reporting one found and logged.
  No 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
- [ ] Exit discharge lighting outside each exit door checked
  Fixture lighting the walkway outside each exit door present, aimed along the path and not blocked by landscaping, canopies or signage.
  1 photo required
- [ ] Heads and exit signs clear of new obstructions
  No new partition, shelving, banner, duct or ceiling change blocking a head's light or hiding an exit sign from the approach since the last round.
  1 photo required

Fixture condition

- [ ] Unit and exit sign housings secure and undamaged
  Housings fastened to the wall or ceiling, lenses and faces uncracked and clean, no unit hanging loose, taped up or painted over.
  1 photo required
- [ ] Photoluminescent or self-luminous signs checked where used
  Photoluminescent faces lit by the charging light they need, self-luminous signs within the expiry date on their label, faded or expired signs logged for replacement.
  No photo required

Records

- [ ] Units flagged on the last round tested again
  Each unit logged as failed last quarter located and tested again, the new battery, lamp or unit now working or the item carried forward as open.
  No photo required

- [ ] Owner told of any dark spot on the egress path
  A failed unit or dark exit sign on a stair or corridor reported to the owner the same day, so interim lighting or a repair is arranged before the next round.
  No photo required

- [ ] Round results entered in the test log on file
  Date, tester and each unit's result entered in the log the site keeps for the AHJ, with failed units listed by location for repair.
  No photo required