



Emergency Exit Route Inspection Checklist (Monthly)

General Route Assessment

Initial assessment of the entire exit route for obstructions and general condition.

Date of Inspection

Write something...

Overall Route Condition Notes (General observations)

Write something...

Distance (in feet) from furthest point in store to nearest exit

Enter a number...

Route visibly clear of obstructions?

☐ Yes

☐ No

Describe any observed hazards or potential tripping points along the route.

Write something...

Are stairs (if applicable) in good repair with secure handrails?

☐ Yes

☐ No

Number of retail staff trained on emergency exit procedures this month.

Enter a number...

Exit Signage and Illumination

Verification of exit signs, emergency lighting, and their functionality.

Exit Signs - Legibility

☐ Clearly Visible

☐ Slightly Obstructed

☐ Not Visible - Requires Repair/Replacement

Emergency Lighting - Functionality

☐ Working Correctly

☐ Dim/Flickering

☐ Not Working - Requires Repair/Replacement

Emergency Light Battery Voltage (if applicable)

Enter a number...

Exit Sign Directional Indicators (if present)

- ☐ Visible and Correct
- ☐ Damaged/Missing
- ☐ Not Present

Emergency Sign Illumination (glow in dark signs)

- ☐ Adequate Glow
- ☐ Dim Glow
- ☐ No Glow

Last Emergency Lighting Battery Replacement Date

Enter date...

Obstructions and Clearances

Check for any items blocking exit routes, ensuring adequate clearance for safe passage.

Are exit routes clear of merchandise and displays?

- ☐ Yes
- ☐ No

Minimum Clear Width (Feet)

Enter a number...

Are storage areas kept clear of exit routes?

☐ Yes

☐ No

Detailed Description of any Obstructions Found (if 'No' selected above)

Write something...

Are any carts/equipment routinely stored in exit routes?

☐ Yes

☐ No

Description of any carts/equipment regularly present (if 'Yes' selected above)

Write something...

Are exit routes free from tripping hazards (cables, mats, etc.)?

☐ Yes

☐ No

Details about tripping hazards, if any

Write something...

Door Functionality (Exit Doors)

Assessment of the operation of exit doors, including panic hardware and latching mechanisms.

Door opens freely without obstruction?

☐ Yes

☐ No

Panic hardware (if applicable) functions correctly?

☐ Yes

☐ No

☐ Not Applicable

Door latches securely when closed?

☐ Yes

☐ No

Time (in seconds) for door to fully open (should be less than 1 second)

Enter a number...

Details of any issues/deficiencies observed (if 'No' selected above)

Write something...

Emergency exit door clearly marked and visible?

☐ Yes

☐ No

Fire Alarm System Integration

Checks related to the connection and functionality of exit route elements with the fire alarm system.

Exit Lights Connected to Fire Alarm?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Exit Doors Equipped with Magnetic Hold-Open Devices?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Battery Voltage of Emergency Lights (Volts)

Enter a number...

Last Fire Alarm System Test Date

Enter date...

Notes on Fire Alarm Integration

Write something...

Documentation & Record Keeping

Ensuring proper records are kept of inspections and any corrective actions taken.

Date of Inspection

Enter date...

Time of Inspection

Inspector's Name

Write something...

Inspector's Title/Position

Write something...

Summary of Findings/Observations

Write something...

Corrective Actions Required (if any)

Write something...

Target Completion Date for Corrective Actions

Enter date...

Person Responsible for Corrective Actions

Write something...

Inspector's Signature