



Emergency Exit Route Inspection Checklist

General Information

Details about the inspection and location being assessed.

Inspection Date

Enter date...

Inspection Time

Building/Facility Name

 [Set My Current Location](#)



Exit Route/Area Inspected

- ☐ Main Entrance - North
- ☐ West Wing - 2nd Floor
- ☐ Loading Dock - East
- ☐ Other (Specify)

Area Inspected (if Other)

Write something...

Weather Conditions

- ☐ Clear
- ☐ Rain
- ☐ Snow
- ☐ Fog
- ☐ Other

Other Weather Condition (If Applicable)

Write something...

Ambient Temperature (°C)

Enter a number...

Exit Route Identification & Signage

Verification of clear and visible exit route signage.

Exit Route Identification Number/Label

 [Set My Current Location](#)



Signage Condition - Overall

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Needs Repair/Replacement

Signage Visibility (Daylight)

- ☐ Excellent - Easily Visible
- ☐ Good - Mostly Visible
- ☐ Fair - Partially Obstructed
- ☐ Poor - Difficult to See

Signage Visibility (Low Light/Emergency Lighting)

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor

Sign Type Presence

- ☐ Exit Signs
- ☐ Directional Signs
- ☐ Emergency Route Maps
- ☐ Other (Specify in Long Text)

Describe any missing or damaged signage.

Write something...

Number of Exit Signs present

Enter a number...

Clearance & Obstructions

Assessment of pathways and removal of obstructions.

Are exit routes clear of obstructions?

- ☐ Yes, Completely Clear
- ☐ Minor Obstructions Present (e.g., boxes, minor furniture)
- ☐ Significant Obstructions Present (Blocking Exit)
- ☐ Not Applicable

Describe any obstructions found (if applicable)

Write something...

Width of the exit route (feet/meters - specify unit in notes)

Enter a number...

Specify the type of obstructions found (e.g., furniture, stored materials, equipment)

Write something...

Are fire extinguishers readily accessible along the exit route?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Details regarding any discrepancies found in extinguisher placement.

Write something...

Lighting

Examination of emergency lighting functionality and adequacy.

Lux Level Reading (Foot-Candles)

Enter a number...

Emergency Lighting Status

- ☐ Functional
- ☐ Malfunctioning
- ☐ Not Present

Battery Backup Functionality (If Applicable)

- ☐ Tested & Working
- ☐ Not Tested
- ☐ Malfunctioning

Notes on Lighting Condition (e.g., dimness, flickering)

Write something...

Reflector Condition

- ☐ Good
- ☐ Dirty/Dusty
- ☐ Damaged

Exit Doors & Hardware

Inspection of exit door functionality, operation, and hardware.

Door Opens Freely?

- ☐ Yes
- ☐ No
- ☐ N/A

Door Swing Direction Correct?

- ☐ Yes
- ☐ No
- ☐ N/A

Door Opening Time (seconds)

Enter a number...

Hardware Condition

- ☐ Good
- ☐ Fair
- ☐ Poor


Detailed Hardware Observations

Write something...

Door Frame Integrity

- ☐ Intact
- ☐ Minor Damage
- ☐ Significant Damage
- ☐ N/A

Door Hardware Photos (if applicable)

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Emergency Exit Devices (Panic Bars)

Checks functionality and proper operation of panic bars and similar devices.

Panic Bar Functionality

- ☐ Fully Functional
- ☐ Partially Functional (requires repair)
- ☐ Non-Functional (requires immediate repair)

Panic Bar Alignment

- ☐ Properly Aligned
- ☐ Misaligned (requires adjustment)

Panic Bar Plate Secureness

- ☐ Securely Mounted
- ☐ Loose/Moving (requires tightening)


Number of Panic Bars Inspected

Enter a number...

Additional Notes (Panic Bars)

Write something...

Photo Documentation (if issues)

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Fire Alarm System Integration

Confirmation of exit route integration with the fire alarm system.

Is the Exit Route illuminated when the Fire Alarm is triggered?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Does the Fire Alarm System provide audible and visual alerts along the exit route?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Number of Fire Alarm Annunciation Points along the Exit Route

Enter a number...

Describe any observed issues or discrepancies with Fire Alarm System Integration

Write something...

Is the Emergency Voice Communication System (EVCS) functional along the exit route (if applicable)?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Date of Last Fire Alarm System Test Relevant to Exit Route

Enter date...

Accessibility Considerations

Evaluation of accessibility for individuals with disabilities.

Are accessible exit routes clearly marked with tactile signage?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Distance (in feet) between accessible exits?

Enter a number...

Are ramps slopes compliant with accessibility standards (e.g., ADA)?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Describe any observed issues or deviations from accessibility guidelines.

Write something...

Are accessible exits free of obstructions that would impede passage?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Width of accessible pathway (in inches).

Enter a number...

Documentation & Training

Review of relevant documentation and training records.

Last Emergency Exit Route Training Date

Enter date...

Number of Employees Trained (Last Training)

Enter a number...

Brief Description of Training Content

Write something...

Copy of Training Records (if available)

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Training Records Location

- ☐ Online Database
- ☐ Physical File Cabinet
- ☐ Other

If 'Other' selected above, please specify:

Write something...

Are Exit Route Maps Posted?

- ☐ Yes
- ☐ No
- ☐ Not Applicable

Comments/Notes on Documentation & Training Adequacy

Write something...

Corrective Actions & Follow-up

Recording of necessary repairs and tracking of completion.

Description of Corrective Action Required

Write something...

Priority Level (1-High, 5-Low)

Enter a number...

Target Completion Date

Enter date...

Assigned to (Department/Individual)

- ☐ Facility Management
- ☐ Maintenance Team
- ☐ Electrical Team
- ☐ Contractor

Date Corrective Action Completed

Enter date...


Status of Corrective Action

- ☐ Open
- ☐ In Progress
- ☐ Completed
- ☐ On Hold

Comments/Notes on Completion

Write something...

Documentation of Corrective Action (e.g., Photos, Invoices)

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Signature of Person Completing Corrective Action