



Emergency Lighting & Exit Signage Checklist

General Information

Basic details about the inspection and location.

Building/Facility Name

 [Set My Current Location](#)



Inspection Date

Enter date...

Inspection Start Time

Ambient Temperature (°C)

Enter a number...

Inspection Type

- ☐ Routine
- ☐ Post-Incident
- ☐ Annual

Inspector Name

Write something...

Inspector Title/Department

Write something...

Any Relevant Notes (e.g., recent power outages, unusual circumstances)

Write something...

Emergency Lighting - Functional Testing

Verification of emergency lighting operation during simulated power failure.

Date of Functional Test

Enter date...

Time of Functional Test Start

Test Procedure Followed?

- ☐ Standard Operating Procedure (SOP)
- ☐ Modified Procedure

Duration of Power Failure (minutes)

Enter a number...

Emergency Lights Functioning Correctly?

- ☐ Yes
- ☐ No
- ☐ N/A

Details of any Failures Observed (if applicable)

Write something...

Number of Emergency Lights Tested

Enter a number...

Number of Emergency Lights Failing

Enter a number...

Automatic Transfer Switch (ATS) Operated Successfully?

- ☐ Yes
- ☐ No
- ☐ N/A

Emergency Lighting - Physical Condition

Assessment of the physical state and mounting of emergency lighting fixtures.

Fixture Identification Number (e.g., EL-001)

Enter a number...

Housing Condition - Visible Damage?

- ☐ None
- ☐ Minor (Cosmetic)
- ☐ Moderate (Requires Attention)
- ☐ Significant (Requires Repair/Replacement)

Mounting Secure?

- ☐ Yes
- ☐ No
- ☐ Unsure

Detailed Observations (e.g., cracks, corrosion, loose screws)

Write something...

Lens Condition

- ☐ Clear
- ☐ Cloudy
- ☐ Scratched
- ☐ Damaged

Lamp Lumens (if legible – for comparison against specs)

Enter a number...

Precise Location of Fixture

 [Set My Current Location](#)



Exit Signage - Visibility and Illumination

Ensuring exit signs are visible and adequately illuminated.

Is the exit sign visible from a clear line of sight?

- ☐ Yes
- ☐ No
- ☐ N/A

Is the exit sign illuminated?

- ☐ Yes
- ☐ No
- ☐ Dim/Flickering

Distance to nearest obstruction blocking visibility (feet/meters)

Enter a number...

Is the illumination intensity adequate?

- ☐ Yes
- ☐ No
- ☐ Unsure


Describe any issues with visibility or illumination.

Write something...

Is the sign correctly oriented (pointing toward the exit)?

- ☐ Yes
- ☐ No
- ☐ N/A

Upload Photo of Exit Signage

 Upload File

Exit Signage - Physical Condition & Placement

Evaluation of the physical integrity and correct placement of exit signs.

Exit Sign Location (Specific)

 Set My Current Location



Sign Housing Condition

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

Sign Face Condition

- ☐ Clear & Legible
- ☐ Slightly Faded
- ☐ Significant Fading/Damage
- ☐ Illegible - Requires Replacement

Mounting Height (Feet)

Enter a number...

Orientation

- ☐ Correct
- ☐ Incorrect - Requires Adjustment

Notes/Comments (e.g., damage, obstruction)

Write something...

Sign Retroreflectivity

- ☐ Good
- ☐ Fair
- ☐ Poor - Requires Replacement

Photo Documentation (if issues found)

 Upload File

Battery Backup System (if applicable)

Inspection of battery backup systems that power emergency lighting.

Battery Voltage (Reading)

Enter a number...

Battery Capacity (Remaining)

Enter a number...

Battery Condition

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

Last Battery Replacement Date

Enter date...

Notes on Battery System Performance/Condition

Write something...

Battery Backup Test Result

- ☐ Pass
- ☐ Fail
- ☐ Not Tested

Battery Discharge Time (Minutes) - During Test

Enter a number...

Documentation & Record Keeping

Verification of inspection records and maintenance logs.

Date of Last Inspection

Enter date...

Inspection Frequency (e.g., Monthly, Quarterly)

Enter a number...

Inspection Performed By (Select Role)

- ☐ Facility Manager
- ☐ Maintenance Technician
- ☐ Security Personnel
- ☐ Contractor


Inspector's Name

Write something...

Summary of Findings & Recommendations

Write something...

Supporting Documentation (e.g., Test Reports, Maintenance Records)

 Upload File

Next Inspection Scheduled?

☐ Yes

☐ No

Date of Next Scheduled Inspection

Enter date...