

Emergency Lighting and Exit Signs: Monthly Test

PAGE 1: PER-UNIT LOG

Prove every emergency light and lit exit sign will work on battery when the power goes out.

CODE NFPA 101, Life Safety Code, section 7.9.3 (periodic testing of emergency lighting): a 30-second functional test every month, a 90-minute test once a year, and written records of both. Exit sign illumination: section 7.10. Your local fire code decides which edition applies.

PROPERTY	BUILDING / LOCATION	DATE	PERFORMED BY	NEXT DUE
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Per-unit log

One line per fixture, in walking order; write each location once and reuse it.

#	LOCATION	TYPE	ON BATTERY 30 SEC, STAYS LIT	EXIT SIGN LIT AND READABLE	SELF-TEST LIGHT OK (IF EQUIPPED)	ACTION?
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐
		Light Exit Combo	☐	☐	☐	☐

HOW TO TEST Press and hold the test button (or switch off the circuit) for at least 30 seconds. Every lamp must stay lit the whole time.

INITIALS

SUPERVISOR REVIEW

DATE



Emergency Lighting and Exit Signs: Monthly Test (continued)

PAGE 2: CHECKS



COMPLIANCE CHECKLIST

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PROPERTY BUILDING / LOCATION DATE PERFORMED BY NEXT DUE

#	Checks	FREQUENCY	OK	ACTION	DONE	DUE	NOTES
1	Every unit on the list tested this month	Monthly			☐		
2	Lamp heads aimed at the exit path, lenses clean	Monthly	☐	☐			
3	Exit signs not blocked by decorations, signs or stored items	Monthly	☐	☐			
4	Annual 90-minute battery test done (date: _____)	Yearly			☐	☐	
	4a Every unit stayed lit the full 90 minutes		☐	☐			
5	This sheet filed with the last 12 months of results	Monthly			☐		

If Action:

WHAT TO DO

- A dark exit sign, or a light that drops out before 30 seconds: fix it or replace the battery or lamp the same week. Mark the unit out until it passes.
- Unit fails the 90-minute test: replace the battery and retest.
- Self-testing units: check the indicator light monthly. Confirm the unit runs its own annual 90-minute test and keeps a record; if it doesn't, run the test by hand.

INITIALS SUPERVISOR REVIEW DATE

