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## CHECK SHEET FOR TEST OF EMERGENCY LIGHTING SYSTEMS

Date of Service: \_\_\_\_\_

Name of Building \_\_\_\_\_

Address/City/Zip of Building \_\_\_\_\_

Phone # \_\_\_\_\_

### ANNUAL INSPECTION AND TEST

#### EXIT SIGNS

#### PER STANDARDS

#### N/A

#### MAINTENANCE REQUIRED

#### EXIT SIGN (Housing)

Undamaged (housing, glazing), secure mounting  
bracket, guards in place (optional), AC – power  
pilot lamp (on)

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\_\_\_\_\_

\_\_\_\_\_

#### EXIT SIGN (Lamps)

Undamaged, unobstructed, illuminated, correct  
arrow illuminated (left, right), broken lamp,  
no continuity

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### EXIT SIGN (Battery /IES)

Corrosion, dirty

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\_\_\_\_\_

\_\_\_\_\_

#### EXIT SIGN (Wires, Terminals, Connectors)

Wire insulation cracked, bare wires,  
loose terminal or connector

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\_\_\_\_\_

\_\_\_\_\_

#### EXIT SIGN - 90 Minute Test

Failure, test battery, test transformer, test  
printed circuit board

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EMERGENCY LIGHTING****PER  
STANDARDS****N/A****MAINTENANCE  
REQUIRED****EMERGENCY LIGHT (Housing)**Undamaged, secure mounting bracket, AC – power  
pilot lamp (on), corrosion, dirty**EMERGENCY LIGHT (Lamps)**Undamaged, unobstructed, lamps aimed  
properly, broken lamp, no continuity**EMERGENCY LIGHT (Battery / IES)**

Corrosion, dirty

**EMERGENCY LIGHT (Wires  
Terminals, Connectors)**Wire insulation cracked, bare wires, loose  
terminal, loose connector**EMERGENCY Light – 90 Minute Test**Failure, test battery, test transformer, test printed  
circuit board**NUMBER OF UNITS TESTED**

Exit Lights \_\_\_\_\_ Emergency Lights \_\_\_\_\_ Combo's \_\_\_\_\_

**RECOMMENDATIONS AND COMMENTS** (including all recommended repairs):

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**SERVICING COMPANY**

Company Name: \_\_\_\_\_

Address/City/State/Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Name of trained personnel performing service (please print): \_\_\_\_\_

Signature of trained personnel performing service: \_\_\_\_\_