



EXIT and Emergency Lighting Inspection Report Form

In accordance with the Code of the Town of Brighton and the New York State Fire Prevention and Building Code the owner or authorized agent of the premises shall submit the results of the power test to the code enforcement official upon request

Inspection Date		Time Start		Time Stop	
Business Name					
Address				City	Zip Code
Telephone	Fax	Inspected By		Title	
Email Address					

	Location	Make/ Model	Exit Sign	Emergency Light	Combo Unit	Pass / Fail
1						
Comments						
2						
Comments						
3						
Comments						
4						
Comments						
5						
Comments						
6						
Comments						
7						
Comments						
8						
Comments						
9						
Comments						
10						
Comments						

Emergency lighting provides two safeguards for a building in the event of power failure:

First, safe and prompt access to emergency exits (egress), and second, to provide lighting of sufficient levels, and for a sufficiently long duration, to permit safe and orderly shutdown of processes that might become hazardous if simply abandoned.

Frequently, inspectors find that emergency lighting units have been installed and subsequently forgotten. Most emergency lighting units use batteries, which have a limited life span, and are subject to failure without warning. The “charging” light may be lit on the units, but this does not guarantee the lights will come on when the power fails.

The Fire Code of New York State requires that emergency lighting units be able to provide illumination for 1-1/2 hours (90 minutes) after power failure at a level sufficiently bright enough to allow persons to see their way to exits, or to safely shut down processes and machinery, etc.

Testing of required emergency lighting systems shall be conducted as follows:

1. Functional testing shall be conducted monthly with a minimum of 3 weeks and a maximum of 5 weeks between tests, for not less than 30 seconds.

This means that approximately monthly, the “push-button” test should be conducted by pressing the “test” button on the unit and holding it for 30 seconds. If the device does not light, the lamps are dim or it fails to light at full brilliance for 30 seconds, the unit should be serviced, repaired or replaced.

2. Annually functional testing shall be conducted for a minimum of 1-1/2 hours (90 minutes) if the emergency lighting system is battery powered.

The annual test requires that the power actually be interrupted to the emergency lighting unit, by unplugging it, throwing a circuit breaker or other safe means, so no line power reaches it. If the unit does not provide light of normal brilliance for 1-1/2 hours (90 minutes) it should be serviced, repaired or replaced.

3. Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction.

A simple log should be maintained, containing the following information: description of the building’s emergency lighting equipment, by numbering system, or other system; test dates and times; the tester’s name; results of the test; and comments for referring failed tests to the appropriate persons for repair or replacement.

2015 Fire Code of New York State

604.6 Emergency lighting equipment. Emergency lighting shall be inspected and tested in accordance with Sections 604.6.1 through 604.6.2.1.

604.6.1 Activation test. An activation test of the emergency lighting equipment shall be completed monthly. The activation test shall ensure the emergency lighting activates automatically upon normal electrical disconnect and stays sufficiently illuminated for not less than 30 seconds.

604.6.1.1 Activation test record. Records of tests shall be maintained. The record shall include the location of the emergency lighting tested, whether the unit passed or failed, the date of the test and the person completing the test.

604.6.2 Power test. For battery-powered emergency lighting, a power test of the emergency lighting equipment shall be completed annually. The power test shall operate the emergency lighting for not less than 90 minutes and shall remain sufficiently illuminated for the duration of the test.

604.6.2.1 Power test record. Records of tests shall be maintained. The record shall include the location of the emergency lighting tested, whether the unit passed or failed, the date of the test and the person completing the test.

604.7 Supervision of maintenance and testing. Routine maintenance, inspection and operational testing shall be overseen by a properly instructed individual.