



Town of Cheektowaga  
Office of Fire Safety  
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### Exit Sign and Emergency Lighting Inspection Log

Business:		Address:								Year:			
Type	Location	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec

Type: ES = Exit Sign EL = Emergency Light Combo = Combination unit	Monthly 30 second test: Pass = Functional Fail – Non-Functional	Annual 90 minute test: 90/P = 90 minute test pass 90/F = 90 minute test fail
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#### EXIT and Emergency Lighting Inspection Report Form Requirements & Code Information

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.

#### 2020 Fire Code of New York State

**1031.10 Emergency lighting equipment.** Emergency lighting shall be inspected and tested in accordance with Sections 1031.10.1 through 1031.10.2.

**1031.10.1 Activation test.** Emergency lighting equipment shall be tested monthly for a duration of not less than 30 seconds. The test shall be performed manually or by an automated self-testing and self-diagnostic routine. Where testing is performed by self-testing and self-diagnostics, a visual inspection of the emergency lighting equipment shall be conducted monthly to identify any equipment displaying a trouble indicator or that has become damaged or otherwise impaired.

NOTE: Activation test records 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.

**1031.10.2 Power test.** Battery-powered emergency lighting equipment shall be tested annually by operating the equipment on battery power for not less than 90 minutes.

NOTE: Power test records 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.