Emergency lighting test log

The monthly and yearly tests

01 Building and test

Building or floor	Test: monthly (30 seconds) or yearly (full length)	Date	Tested by (printed name)

02 Each light and exit sign

NUMBER	LOCATION	LIGHT OR SIGN	PILOT LIGHT ON	COMES ON WHEN TESTED	LIT FOR THE WHOLE TEST	INITIALS	NOTE OR ACTION TAKEN

Mark each check OK or Fail. A unit that does not come on, or dims before the test ends, fails: write what was done.

03 Once for the round

5 checks

CHECK	OK	FAIL	NOTE
Every light and sign on the list found and tested	☐	☐	
Exit signs visible, lit and not blocked	☐	☐	
Battery units: terminals clean and tight, battery clean and dry	☐	☐	
Self-testing units: no fault showing	☐	☐	
After the yearly test: chargers to the maker's figures (Canada)	☐	☐	