

Exit Sign / Emergency Light Test Instructions

1. **Device # or Location** - describe physical location or number each device in your business.
2. **Monthly Test** - Initial each device in the correct month after testing.
3. **Testing** - Most exit signs/emergency lights have a test button on the bottom or side of the unit. To test the unit, push the test button until you see the exit sign/emergency light activate on with battery power. The activation is complete when you see a change in the illumination; this verifies the backup battery is working properly. Some exit signs/emergency lights are self-testing; check for the green light on for the device. If a red light is activated look on the device for a fault code or diagram. Correct the fault code or contact an electrician if needed.
 - a. If a problem is noted during your monthly or annual power test, indicate this by placing an "X" in the appropriate monthly or 90-Minute Power Test column. Note your correction in the "Problem/Correction" column.
4. **90-Minute Test** – The 90-minute test is an annual test where all devices will be solely powered on the backup battery. Depending on your facility there may be multiple ways to run your emergency equipment. The most common will be to access your electrical panel and turn off the breaker(s) to the emergency equipment. Please keep in mind this process may turn off more than just your exit signs/emergency lights.
5. **Problem / Comment** – During tests if you find that your emergency equipment is not functioning as designed, make a notation in the problem/correction column. In addition, show the corrective actions taken.
6. **Records** – Your business is required to maintain records on site for a minimum of three (3) years. We recommend a filing system specifically for fire and life safety equipment that is easily accessible during your annual fire inspection.

Device # or Location	90 Min Power Test												Problem / Correction	
	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec		
1	GU	GU	GU	SR	SR	GU	CL	GU	GU	CL	SR	SR	6/16/13	Replaced bulb 8/3/13
SE Exit	SR	SR	GU	GU	CL	SR	CL	CL	GU	GU	SR	SR	6/16/13 X	Battery only lasted 30 min, replaced 6/17/13