



Emergency Lighting System Maintenance Checklist

10 planned preventive maintenance tasks · Free PDF from PM Assist

A practical starting point for planned preventive maintenance. Always refer to the manufacturer's O&M manual and site-specific requirements.

Visual Checks

- ☐ Confirm each luminaire illuminates on test and the healthy charge LED is lit
- ☐ Check exit signs are correctly positioned, illuminated, and unobstructed
- ☐ Inspect batteries for swelling, leakage, or end-of-life indicators
- ☐ Confirm coverage still matches escape routes after any layout or partition changes

Functional Checks

- ☐ Carry out a monthly short-duration function test of all luminaires and exit signs
- ☐ Carry out the annual full-rated-duration test (typically 3 hours)
- ☐ Verify luminaires remain lit for the full rated duration without dropping out
- ☐ Check central battery system charger, alarms, and standby capacity (if fitted)

Cleaning & Housekeeping

- ☐ Clean luminaire diffusers and exit sign legends for clear output

Record Keeping

- ☐ Record monthly and annual tests, failures, and remedial actions in the log book

Maintenance Frequency

Monthly

- Short function test of all luminaires
- Confirm exit signs illuminate
- Log the test

Annually

- Full 3-hour duration test
- Battery condition assessment
- Coverage review against escape routes
- Issue test certificate