

Emergency lighting **checklist**

What to check daily, monthly and annually – plus documentation, fire inspections, conversions, changing service providers and batteries. Ready to tick off.



Daily and ongoing

- ☐ Central or group battery: read and record the operating and fault indicators.
- ☐ Watch the status LEDs of self-contained luminaires; report red or flashing ones.
- ☐ Exit signs visible: no decoration, shelving, posters or open doors in front.
- ☐ Escape routes and emergency exits clear, exit doors not blocked.
- ☐ Report damaged housings, loose covers or missing pictograms immediately.



Monthly

- ☐ Simulate a mains failure or trigger the test function.
- ☐ Every safety and exit sign luminaire switches to emergency mode.
- ☐ Indicators and fault messages work correctly.
- ☐ Self-testing luminaires: read results in the app, central unit or status LED.
- ☐ Note failures with luminaire number and order repairs.
- ☐ Record the test with date, result and name in the logbook.



Annually

- ☐ Duration test over the full rated duration (e.g. 1 h or 3 h).
- ☐ Schedule at low-risk times or test in two groups – batteries need up to 24 h to recharge.
- ☐ Mark luminaires that fail the duration for battery replacement.
- ☐ Check the luminaire layout and numbering against the installation.
- ☐ Check dates for electrical and expert inspections.



Documentation

MUST BE AVAILABLE

- ☐ Logbook with all tests, defects and how they were fixed.
- ☐ Floor plans with luminaire positions, system type, duration, circuits.
- ☐ Installer's certificate and initial test report.
- ☐ Reports of electrical and expert inspections.
- ☐ Datasheets and manuals of luminaires and central unit.
- ☐ Named responsible person with a deputy.

Emergency lighting checklist



Before a fire or expert inspection

- ☐ Logbook complete: every month and the last year recorded.
- ☐ Open defects fixed and documented.
- ☐ Own function test shortly before the appointment.
- ☐ Exit signs and escape routes walked: clear, visible, arrows correct.
- ☐ Documents ready, access to central unit and plant rooms ensured.



After conversions or change of use

- ☐ Have escape routes, exits or room layouts changed?
- ☐ Arrow directions and positions of exit signs checked.
- ☐ New obstacles recorded: partitions, shelving, ceiling baffles.
- ☐ New requirements clarified, e.g. anti-panic lighting, longer duration.
- ☐ Luminaire layout, calculation and escape plans updated.



When changing service provider

- ☐ Logbook, system documentation and latest reports handed over.
- ☐ Open defects and ongoing repairs recorded in writing.
- ☐ Digital logbooks exported, access data handed over.
- ☐ Next tests scheduled – no gap in between.



Battery age and spare parts

- ☐ Battery installation year recorded per luminaire or group.
- ☐ Results of annual duration tests compared over the years.
- ☐ Replace batteries in groups before they fail – the datasheet is binding.
- ☐ Availability of spare batteries, light sources and pictograms clarified.

The operator remains responsible for all tests – even when they are contracted out. Which tests apply to your building depends on its use, building permit, fire safety concept and national rules.

Tip: hang this checklist where the logbook is kept – so a deputy can see at a glance what needs doing.

Rather have no paperwork at all? We'll take care of it.

With the NOTLUX maintenance contract we inspect on site once a year, replace all batteries in year 5–6 and document every test in the digital logbook via app. It starts with a free on-site survey.

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