

Emergency Lamp Testing Log

FACILITY: _____

	Date (mm/dd/yy)	Time (circle one)	Locations of Emergency Lamps (Circle one)								Signature	
			1	2	3	4	5	6	7	8		
JAN		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
FEB		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
MAR		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
APR		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
MAY		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
JUN		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
JUL		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
AUG		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
SEP		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
OCT		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
NOV		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
DEC		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	
Annual 90- minute		AM PM	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	PASS FAIL	

List of Emergency Lamp Locations from above grid:

1. _____ 2. _____ 3. _____ 4. _____
 5. _____ 6. _____ 7. _____ 8. _____

Emergency Lamp Testing Log

Definition: Any lamp that has emergency battery backup power (i.e. hallway floodlamps, illuminated EXIT signs, etc.) need to be tested monthly for 30 seconds per the Fire Marshall.

Directions for Monthly 30-second Test:

1. Locate the test button on the lamp unit.
2. Press button for 30 seconds.
1. If flood light is not active for the duration of the test, submit a work order Multi-Services to have the battery replaced. Do not attempt to replace the batteries or lamps.
3. Record the test in above form, remembering to include the date (day, month, year) of test, time (am/pm), signature of person conducting the test, and results of each lamp test.
4. List all locations of Emergency Lamps in the blanks provided.
5. Retain a copy for your onsite records. Forward a copy to the Safety Manager.

Directions for Annual 90-minute Test:

1. Lights are required to stay lighted for a 90 minute duration. If they fail this test the battery needs to be replaced.
2. Contact Multi-Services to schedule this test. (An electrical technician will be required to disconnect the lighting unit from the main circuit for the duration of this test).
3. Enter the completed testing information at the bottom of the sheet under “Annual 90-Minute”.