



City of Middletown

Bureau of Fire Prevention

16 James Street Middletown, New York 10940

Office: (845)346-4111 Fax: (845)343-4014 E-Mail: amccarey@middletown-ny.com

EXIT Sign and Emergency Lighting Inspection Report

Business Name:		
Address:	City	Zip Code
Telephone:	Fax	
Inspected By	Title	
Inspection Date	Time Start	Time Stop

Location	Make/Model	Exit Sign	Emergency Light	Combo Unit	Pass / Fail	Comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
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19						
20						



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EXIT Sign and Emergency Lighting



§F1029.7.1 Where required. Exits and exit access doors shall be marked by an approved exit sign readily visible from any direction of egress travel. Access to exits shall be marked by readily visible exit signs in cases where the exit or the path of egress travel is not immediately visible to the occupants. Exit sign placement shall be such that no point in an exit access corridor is more than 100 feet (30 480 mm) from the nearest visible exit sign.

§F1029.7.2 Graphics. Every exit sign and directional exit sign shall have plainly legible letters not less than 6 inches (152 mm) high with the principal strokes of the letters not less than 0.75 inch (19.1 mm) wide. The word "EXIT" shall have letters not less than 2 inches (51 mm) wide except the letter "I," and the minimum spacing between letters shall not be less than 0.375 inch (9.5 mm). Signs larger than the minimum established in this section shall have letter widths, strokes and spacing in proportion to their height.

The word "EXIT" shall be in high contrast to the background and shall be clearly discernible when the exit sign illumination means is or is not energized. If an arrow is provided as part of the exit sign, the construction shall be such that the arrow direction cannot be readily changed.

§F1029.7.3 Stairway exit signs. A tactile sign stating "EXIT" and complying with ICC/ANSIA117.1 shall be provided adjacent to each door to an egress stairway.

§F1029.7.4 Exit sign illumination. Exit signs shall be internally or externally illuminated. The face of an exit sign illuminated from an external source shall have an intensity of not less than 5 foot-candles (54 lux). Internally illuminated signs shall provide equivalent luminance and be listed for the purpose.

§F1029.7.5 Power source. Exit signs shall be illuminated at all times. To ensure continued illumination for a duration of not less than 90 minutes in case of primary power loss, the exit signs shall be connected to an emergency power system provided from storage batteries, unit equipment or an on-site generator. The installation of the emergency power system shall be in accordance with §F604.

Exception: Approved exit signs that provide continuous illumination independent of external power sources for a duration of not less than 90 minutes in case of primary power loss are not required to be connected to an emergency electrical system.

§F1029.8 Means of egress illumination. The means of egress, including the exit discharge, shall be illuminated at all times the building space served by the means of egress is occupied.

§F1029.9.1 Maintenance. The emergency power system shall be maintained in accordance with §F604.

§F604.4.2.2 Power Test. For battery powered emergency lighting, a power test of the emergency lighting equipment shall be completed annually. The power test shall operate the emergency lighting for a minimum of 90 minutes and shall remain sufficiently illuminated for the duration of the test.

§F604.4.2.2.1 Power Test Record. The owner or authorized agent of the premises shall submit the results of the power test to the code enforcement official upon request. The record shall be maintained on the premises. The record shall include the location of the emergency lighting tested, whether the unit passed or failed, the date of the test, and the person completing the test. Records shall be retained for a minimum of 3 years on the premises.

§F604.5 Supervision of maintenance and testing. Routine maintenance, inspection and operational testing shall be overseen by a properly instructed individual.



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EMERGENCY LIGHTING & EXIT SIGN TESTING

Emergency lighting provides two safeguards for a building in the event of power failure:

First, safe and prompt access to emergency exits (egress), and second, to provide lighting of sufficient levels, and for a sufficiently long duration, to permit safe and orderly shutdown of processes that might become hazardous if simply abandoned.

Frequently, inspectors find that emergency lighting units have been installed and subsequently forgotten. Most emergency lighting units use batteries, which have a limited life span, and are subject to failure without warning. The “charging” light may be lit on the units, but this does not guarantee the lights will come on when the power fails.

The Fire Code of New York State requires that emergency lighting units be able to provide illumination for 1-1/2 hours after power failure at a level sufficiently bright enough to allow persons to see their way to exits, or to safely shut down processes and machinery, etc.

Testing of required emergency lighting systems shall be conducted as follows:

1. Functional testing shall be conducted monthly with a minimum of 3 weeks and a maximum of 5 weeks between tests, for not less than 30 seconds.

This means that approximately monthly, the “push-button” test should be conducted by pressing the “test” button on the unit and holding it for 30 seconds. If the device does not light, the lamps are dim or it fails to light at full brilliance for 30 seconds, the unit should be serviced, repaired or replaced.

2. Functional testing shall be conducted annually for a minimum of 1-1/2 hours if the emergency lighting system is battery powered.

The annual test requires that the power actually be interrupted to the emergency lighting unit, by unplugging it, throwing a circuit breaker or other safe means, so no line power reaches it. If the unit does not provide light of normal brilliance for 1-1/2 hours it should be serviced, repaired or replaced.

3. Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction.

A simple log should be maintained, containing the following information: description of the building’s emergency lighting equipment, by numbering system, or other system; test dates and times; the tester’s name; results of the test; and comments for referring failed tests to the appropriate persons for repair or replacement.