

## Introduction

Emergency lighting equipment is designed to provide illumination during power outages. Emergency lights illuminate paths of egress. Illuminated exit signs identify safe exits. Cintas Fire Protection uses the National Fire Protection Association (NFPA) Standards NFPA 101 – *Life Safety Code* and NFPA 70 – *National Electric Code* as the guidelines for establishing its Scope of Service for inspecting and maintaining emergency lighting equipment.

This document provides an overview of the services Cintas provides while maintaining emergency equipment. Refer to NFPA 101 or NFPA 70 and their referenced documents for more detailed information.

## General Requirements

Building owners have the responsibility to assure that illuminated Emergency Exit Signs and Emergency Lights (“E-Lights”) are properly maintained. Occupants can be in peril if critical routine maintenance is neglected, or is not performed by properly trained individuals with the correct tools, equipment and replacement parts.

## Monthly Inspection

E-Lights are required to be inspected at least monthly. A monthly inspection of E-Lights is a “quick check” of the E-Light fixture. For E-Lights, the following procedures must be performed for monthly inspections:

- Check for physical damage to the exterior of the unit (test switch, pilot lamp, broken heads, etc.).
- Verify that the AC Ready light is on.
- Verify that the bulbs on Exit Signs are illuminated.
- Verify that the red or green diffuser on Exit Signs are not bleached, faded, burnt or cracked.
- Verify that the lamps on Emergency Lights and Exit Signs equipped with a battery backup illuminate when the test switch is depressed (press and hold Test Switch for a minimum of 30 seconds)
- Verify that the lamps on Emergency Lights are properly aligned and secure.

## Monthly Inspection Recordkeeping

At least monthly, the date the inspection was performed and the initials of the person performing the inspection shall be recorded.

## Annual Test

E-Lights are required to be tested at least annually. An annual test of E-Lights is a “thorough examination” of the E-Light fixture. The annual test that Cintas performs includes the following:

- Check for physical damages to the exterior or the unit (test switch, pilot lamp, broken heads, etc.).
- Check the operation of the unit by exercising the test button.
- Open the unit. Check the tightness and cleanliness of battery terminals. Clean, tighten, and grease (if wet cell is employed) as required. Check water level and fill if required and note any physical damage to the battery.
- Measure the battery “Float Voltage” with a DC Voltmeter to assure that the battery charger is functioning properly.
- Compare the “Float Voltage” readings with the charger specification voltage table.
- Perform a battery load test, using a Battery Analyzer, to assure that the battery is functioning properly.
- Verify that all lamps are working properly.
- Replace defective parts as needed (batteries and bulbs).
- Affix a record of the test (generally a service label) to the E-Light fixture to comply with NFPA regulations.
- Place the unit back in service.

## Annual Test Recordkeeping

A record of all annual tests must be recorded for E-Lights. Generally, this record is indicated by a label affixed to the E-Light fixture that identifies the month the test was performed, the name of the individual or company who performed the test, and what work was performed.