

Emergency lighting maintenance

Below is a list of procedures that must be followed in this order when carrying out a routine maintenance of an emergency lighting system.

- When arriving on site log on to app and log on to job.
- Introduce yourself to whoever your point of contact is on site and inform them of the works you will be carrying out.
- If keys are required to access certain areas ensure your point of contact gets this organised for you at this point.
- Ensure to let your point of contact know, to tell persons onsite that there will be lights turning off and turning on and this can cause reduced light level in certain areas.

When all above is done then you can start your maintenance of emergency lighting system.

When carrying out maintenance ensure all fittings are still secure and not damaged and ensure building has not structurally changed.

- Walk the site, check all lights are lit up that should be lighting, take note of any that are not. Ensure any external lighting is free from water, and seals are good.
- Go to central test unit and put on test (three out of four quarterly visits only require a 30 minute test and one requires a three hour test)
- Walk site again while system is in a test state, ensure lights have changed on to there battery packs make a note of any that does not last the 30 minute or 3 hour test.
- If any twin spots onsite make sure to check condition of the batteries and ensure they are not leaking or bulging also check charging leads from PSU.
- When test has finished, walk around again once more to check if all lights have come back to there mains power and operating correctly.

- Compile your findings of your first walk around and your findings at the end of your 30 minute or three hour test from this make a report of any faults you may have found, ensure this report is put in to your works docket so the customer and our office can see the report also fill in your emergency lighting cert here.
- Fill in any of the emergency lighting section of the fire register book that may be onsite.
- If any call backs are required ensure to create a new job on the app.