

# Guidelines for Exit Sign and Emergency Lighting Inspection and Maintenance

The **Health (Public Buildings) Regulations 1993** require illuminated exit signs (exit luminaries) in public buildings to be installed and maintained so as to comply with **Australian Standard 2293 “Emergency evacuation lighting for buildings”**.

To comply with this Standard, it is necessary for exit signs to be maintained in good working order and regularly inspected to ensure that back-up power sources are operational.

**Please note:** A suitably qualified and experienced person must carry out all emergency lighting maintenance.



The following information has been extracted from AS 2293.2 and pertains to single point units.



## *Six-Monthly Testing Procedures*

1. Carry out the discharge test (described overleaf). Ensure that the normal supply has not been interrupted for at least 16 hours prior to conducting the test
2. For fluorescent lamps, it is recommended that the lamps be replaced if they exhibit excessive end blackening, even when the lamps still operate
3. Record the inspection and any maintenance completed in the service logbook (see example logbooks overleaf)
4. All fittings that fail to operate satisfactorily must be either repaired or replaced.



## *Twelve-Monthly Testing Procedures*

1. Carry out the discharge test (described overleaf) and other checks listed above
2. Clean all light-emitting and reflecting surfaces of emergency lights and exit signs (suitable products are described overleaf)
3. Visually check to ensure that the emergency lights and exit signs operate in correct relationship to the normal lighting in the designated area
4. Record the inspection and any maintenance completed in the service logbook
5. All fittings that fail to operate satisfactorily must be either repaired or replaced.

## *Battery Replacement*

Whenever the batteries of emergency lights and exit signs are replaced for any reason, such replacements shall be made in accordance with the following:

- Where more than one cell is utilised, the complete battery pack shall be replaced
- Replacement batteries shall be of the same type and ampere-hour capacity
- Following replacement, a 2 hour discharge test (as described overleaf) must be conducted.



The logbook recording the inspection, service and maintenance of the exit lights must be kept on the premises and available for assessment at the request of the City's Environmental Health Officers at all times.



## Suitable products for cleaning exit signs

Material to be cleaned	Most suitable cleaning product	Alternative cleaning product	Remarks
Aluminium	Soap and water	-	Acidic or alkaline cleaners may cause chalking of the oxide surfaces. Aluminium should be rinsed thoroughly after cleaning.
Glass or vitreous enamel	Detergents and water	Proprietary glazing cleaners	Polishing pastes and fluids are not recommended as these may leave a film on the glass surface that affects its characteristics in relation to moisture and dirt adhesion. Kerosene should not be used.
Plastic	Non-ionic detergents and water	Ordinary detergents and water	Dust accumulates from a static charge developing on plastic. It should not be wiped but allowed to drip dry after cleaning. Anti-static treatments are available either as a polish, spray or solution in the rinse bath. Petroleum-based solvents should not be used.
Stoved enamel	Detergents and water	-	Abrasive cleaners should not be used as they will damage the finish.

*This information is based upon the recommendations for the maintenance of interior lighting systems described in Section 12 of AS 1680.1*

## Example log sheet for luminaire details:

LIGHTS/LAMP DETAILS					
Location	Type Of Fitting	ID #	Model And Details	Switch Board and/or Circuit Detail	Battery Type & Capacity

## Example log sheet for six and twelve monthly tests:

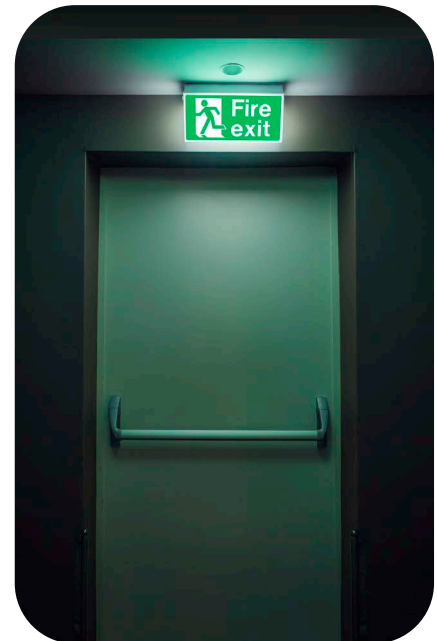
LUMINAIRE TESTING									
Date	6 or 12 monthly testing?	Lamp ID #	Lamp Duration Hrs – Mins	Check Lamp & Starter Switch	Check Charge Indicator	Check Test Switch	Check & Clean Reflectors & Diffusers	Corrective Action/ Comments	Tester Signature



### *Emergency Luminaires Discharge Test*

- Ensure that the normal power supply has not been interrupted for at least 16 hours prior to conducting the discharge test
- Operate the emergency lights and exit signs from their battery supply by simulating a failure of the monitored supply
- The lights and exit signs must remain illuminated for no less than 2 hours when batteries are new and no less than 90 minutes for all subsequent tests.

Following the test, restore the emergency lights and exit signs to normal condition and check that the battery charger operation indicator functions correctly.



**Disclaimer:** This is not a legal document and is based on information contained within the Department of Health publication “Guidelines on the Application of Health (Public Buildings) Regulations 1992”. For full details on the legislative requirements, please refer to the Health (Public Buildings) Regulations 1992 and Australian Standard 2293.2:1995 entitled “Emergency evacuation lighting for buildings”.