

CLAY COUNTY SCHOOLS EMERGENCY IN-HOUSE TEST LOG

SCHOOL NAME _____

SCHOOL YEAR _____

To maintain emergency lighting in proper working order, a monthly functional test should be conducted on every emergency lighting device for a minimum of 30 seconds. An annual test should be conducted for a 90-minute duration. All emergency showers and eyewash stations should be inspected annually. If equipment fails during the tests, repairs should be made immediately. Written records of the tests should be kept for review.

Please post this form in the same location as the Fire Drill Log. Submit copy at checkout in June and retain original on file.

30 Second Lighting Test		Number of Stations				Signature of Person Completing the Test	Principal Signature
<i>Month</i>	<i>Day</i>	<i>Tested</i>	<i>Passed</i>	<i>Failed</i>	<i>Reported</i>		
July							
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							
Annual 90 Minute Lighting Test		Number of Stations				Signature of Person Completing the Test	Principal Signature
<i>Month</i>	<i>Day</i>	<i>Tested</i>	<i>Passed</i>	<i>Failed</i>	<i>Reported</i>		
Annual Emergency Showers/Eyewash Test		Number of Stations				Signature of Person Completing the Test	Principal Signature
<i>Month</i>	<i>Day</i>	<i>Tested</i>	<i>Passed</i>	<i>Failed</i>	<i>Reported</i>		

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SCHOOL NAME _____

SCHOOL YEAR _____

Fire extinguishers should be inspected monthly to assure both availability and proper operating condition. The inspection dates and the initials of the inspector should be recorded on a tag which is attached to the extinguisher.

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Fire Extinguisher Inspection Test		Number of Stations				Signature of Person	Principal Signature
<i>Month</i>	<i>Day</i>	<i>Tested</i>	<i>Passed</i>	<i>Failed</i>	<i>Reported</i>	Completing the Test	
		<i>& initialed</i>					
July							
August							
September							
October							
November							
December							
January							
February							
March							
April							
May							
June							