Project Name:	Project Code:
Checksheets.com	CHKSHEETS1
Equipment Tag:	**System:**
- - - - - - - - - - - - - - - - -	- - - - - - - - - - - - - - - - -
Discipline:	**Location:**
Fire and Safety	- - - - - - - - - - - - - - - - -
Contractor:	**Date:**
- - - - - - - - - - - - - - - - -	22/01 /2026

1. Exit Door Hardware and Operation
Verification of emergency exit door hardware installation and operational functionality

#	Activity / Check Item	Response (Pass / N/A / Fail)
1	Exit door opens in direction of egress travel *Door must swing outward in direction of exit discharge* Ref: NFPA 101, IBC	☐ Pass ☐ N/A ☐ Fail
2	Exit door hardware operates with single motion force ≤15 lbs *Test door opening force with force gauge* Ref: NFPA 101, ADA	☐ Pass ☐ N/A ☐ Fail
3	Panic hardware/exit devices installed and functional *Test panic bars and touch pad exit devices* Ref: NFPA 101	☐ Pass ☐ N/A ☐ Fail
4	Door self-closes and latches properly *Verify automatic closing and positive latching* Ref: NFPA 101	☐ Pass ☐ N/A ☐ Fail
5	Exit door free of locks, chains, or other securing devices *Doors must be readily openable from egress side* Ref: NFPA 101, IBC	☐ Pass ☐ N/A ☐ Fail

2. Exit Signage
Verification of emergency exit sign installation, visibility, and compliance

#	Activity / Check Item	Response (Pass / N/A / Fail)
6	EXIT signs installed at all required exit doors *Verify signs at each exit door and above door* Ref: NFPA 101, IBC	☐ Pass ☐ N/A ☐ Fail
7	EXIT signs clearly visible and unobstructed from approach *Signs must be visible from normal viewing angle* Ref: NFPA 101	☐ Pass ☐ N/A ☐ Fail
8	EXIT signs comply with size, color, and letter requirements *Red letters on white background or approved equivalent* Ref: NFPA 101	☐ Pass ☐ N/A ☐ Fail

#	Activity / Check Item	Pass	N/A	Fail
9	**Directional exit signs installed along exit access routes** *Arrows indicating direction to nearest exit* Ref: NFPA 101	☐	☐	☐
10	**EXIT signs securely mounted and protected from damage** *Check mounting brackets and protective covers* Ref: NFPA 101	☐	☐	☐

3. Emergency Lighting
Verification of emergency lighting system installation and functionality

#	Activity / Check Item		Response	
		Pass	N/A	Fail
11	**Emergency lighting fixtures installed at exit doors** *Illumination required at exit doors and along exit paths* Ref: NFPA 101, IBC	☐	☐	☐
12	**Emergency lighting provides minimum 1 foot-candle illumination** *Measure with light meter at floor level* Ref: NFPA 101	☐	☐	☐
13	**Emergency lighting activates automatically upon power failure** *Test by simulating power interruption* Ref: NFPA 101	☐	☐	☐
14	**Battery backup provides minimum 90 minutes operation** *Verify battery capacity and duration test* Ref: NFPA 101	☐	☐	☐
15	**Emergency lighting covers entire exit path with uniform distribution** *No dark spots or shadows along egress path* Ref: NFPA 101	☐	☐	☐

4. Exit Path and Accessibility
Verification of clear exit paths and accessibility compliance

#	Activity / Check Item		Response	
		Pass	N/A	Fail
16	**Exit door width meets minimum requirements (32" clear)** *Measure clear opening width with door at 90 degrees* Ref: ADA, IBC	☐	☐	☐
17	**Exit threshold height compliant (≤0.5" high)** *Measure threshold height with ruler* Ref: ADA	☐	☐	☐
18	**Exit path free of obstructions and projections** *Verify clear width maintained along entire path* Ref: NFPA 101, IBC	☐	☐	☐
19	**Floor surfaces level and slip-resistant** *Check for level surfaces and appropriate friction* Ref: NFPA 101, ADA	☐	☐	☐
20	**Vision panels in exit doors (where required) not obstructed** *Check glazing for cracks and visibility* Ref: IBC	☐	☐	☐

5. Documentation and Final Checks
Final verification and documentation requirements

#	Activity / Check Item	Response		
		Pass	N/A	Fail
21	**Installation drawings red-lined as-built** *Mark up drawings with actual installation details* Ref: Project Procedures	☐	☐	☐
22	**Punch list items identified and recorded** Ref: Project Procedures			
23	**Punch list number if applicable**			
24	**Final inspection remarks and observations** *Record any additional comments or observations*			

Prepared By:

_____

Date: _____   Sign: _____

Reviewed By:

_____

Date: _____   Sign: _____

Approved By:

_____

Date: _____   Sign: _____