

MOORESTOWN TOWNSHIP

FIRE PREVENTION

PREVENTION THROUGH EDUCATION



Dear Business Owner:

Your check off sheet for the testing of the backup power on your exit and emergency lighting system is on the reverse side of this letter. This testing, which is required under the International Fire Code – New Jersey Edition section 1031.10.3 and shall be conducted for 30 seconds per month. In addition, a one (1) hour test of the exit and emergency lighting is required at least once per year.

The 30 second monthly testing may be accomplished by using the test button located on each exit and emergency light unit. The one (1) hour test will require the termination of primary power to the units via circuit breaker. Please note, it is not necessary to terminate power to your entire space in order to conduct the one (1) hour test. You may terminate power to these units via the specific circuit breaker labeled exit/emergency lights. Also, please ensure that all units are tested as some spaces utilize more than one electrical panel to supply power to the exit and emergency lighting.

After completion of the test, you should mark off the appropriate space on the check off sheet, which shall be posted on the wall adjacent to your main electrical circuit breaker panel. Should any unit not properly operate, it shall be repaired in a timely manner.

The code requirement for testing of exit signs and emergency light systems should not be confused with the requirements for illumination of exit signs. The illumination of exit signs requires that the signs be clearly illuminated at all times the building is occupied. Please ensure that you check these bulbs while conducting your test of the backup of your exit signs.

Additionally, you must to test your CO detector(s) once per year and indicate the results on the reverse side of this letter, if applicable.

Should you have any questions, please call our office.

Sincerely,

Matthew M. Orsini

Fire Official

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YEAR _____

Emergency lighting system testing - 30 seconds per month / 1 hour per year.

This document shall be securely attached to the wall in close proximity to the main electrical circuit breaker panel.

	Exit Signs Operational	Emergency Lights Operational	Tested By	Explain "No" and Repair Date
January	_____	_____	_____	_____
February	_____	_____	_____	_____
March	_____	_____	_____	_____
April	_____	_____	_____	_____
May	_____	_____	_____	_____
June	_____	_____	_____	_____
July	_____	_____	_____	_____
August	_____	_____	_____	_____
September	_____	_____	_____	_____
October	_____	_____	_____	_____
November	_____	_____	_____	_____
December	_____	_____	_____	_____

The one (1) hour annual testing of the emergency lighting system was conducted on

_____ and found operational. Deficiencies noted are

_____ corrected on _____.

Testing of the CO detector(s) was performed on _____ and found to be operating as
intended or replaced / repaired.