Emergency Exit Inspection Checklist: Routes, Doors, Signs

Frequency	Completed by	Approved by	The checklist
Monthly	Supervisor, fire warden or safety officer	Facility manager	25 checks · 5 sections

INSPECTION DETAILS

Site / building: .....

Exit number and location: .....

Where the exit leads: .....

Area or floor served: .....

Date and time: .....

Route to the exit

1.	The route is clear along its whole length: no stock, pallets, equipment, furniture or waste CRITICAL Temporary storage counts too: a route must be clear even if the items will be moved later. Ref.: [4] [1] [2] [5]	◯ Pass ◯ Fail ◯ N/A
2.	Nothing narrows the route below its minimum width US: exit access at least 28 in (71.1 cm) at all points. Türkiye: escape corridors at least 110 cm; no exit or escape stair narrower than 80 cm. Ref.: [3] [2]	◯ Pass ◯ Fail ◯ N/A
3.	Nothing hangs or projects into the route at head height US: no projection from the ceiling lower than 6 ft 8 in (2.0 m) above the floor. Türkiye: escape corridor height at least 210 cm. Ref.: [3] [2]	◯ Pass ◯ Fail ◯ N/A
4.	No highly flammable materials, furnishings or decorations are kept on the route Ref.: [4]	◯ Pass ◯ Fail ◯ N/A
5.	The route does not pass through a room that can be locked Check again after any change of layout, such as new partitions or a storeroom built across a corridor. Ref.: [4]	◯ Pass ◯ Fail ◯ N/A

6.	The normal lighting along the route works and is bright enough to see the way Ref.: [4] [2]	◯ Pass ◯ Fail ◯ N/A
7.	The emergency lights on the route come on when tested Press the test button or use the test switch. This is a function check only; the duration test belongs to periodic maintenance. Türkiye: at least 60 minutes, 120 where the user load is over 200. Ref.: [2] [1] [4] [5]	◯ Pass ◯ Fail ◯ N/A

Exit signs

8.	The exit is marked with an exit sign that is in place and undamaged US: the word Exit in letters at least 6 in (15.2 cm) high. Türkiye: white on green, at least 15 cm high, mounted 200 to 240 cm above the floor. Ref.: [4] [2] [1] [5]	◯ Pass ◯ Fail ◯ N/A
9.	The exit sign is lit, and a sign with a test button stays lit when tested Ref.: [4] [2]	◯ Pass ◯ Fail ◯ N/A
10.	Nothing hides the exit sign or the door: no stock, banners, decorations or curtains Ref.: [4] [2]	◯ Pass ◯ Fail ◯ N/A
11.	Where the exit cannot be seen from the route, signs show the way to it Ref.: [4] [2]	◯ Pass ◯ Fail ◯ N/A
12.	Doors on the route that could be mistaken for the exit are marked with what they are US: marked Not an Exit or with the actual use, such as Closet. Ref.: [4] [2]	◯ Pass ◯ Fail ◯ N/A

Exit door

13.	The door opens from the inside without a key, tool or code; there is no padlock, chain or bolt on it CRITICAL Ref.: [3] [1] [2] [5]	◯ Pass ◯ Fail ◯ N/A
14.	The door opens fully and easily by hand, and the panic bar or handle works CRITICAL Open it yourself. A door that sticks, drags on the floor or needs a hard push fails. Türkiye: opening force not over 110 N. Ref.: [2] [1] [5]	◯ Pass ◯ Fail ◯ N/A
15.	The door opens in the direction of escape Türkiye: workplace emergency exit doors open outward. US: required where the room holds more than 50 people or is a high hazard area. Ref.: [1] [2] [3] [5]	◯ Pass ◯ Fail ◯ N/A

16.	The exit door is not a sliding or revolving door or a turnstile Ref.: [1] [2] [5]	◯ Pass ◯ Fail ◯ N/A
17.	A door alarm or access-control device does not stop the door from being opened CRITICAL Mark N/A if the door has no such device. Ref.: [3] [2]	◯ Pass ◯ Fail ◯ N/A
18.	Fire doors on the route close fully by themselves and are not wedged or tied open Open the door fully and let go: it should close and latch. Mark N/A if the route has no fire doors. Ref.: [3] [4] [2]	◯ Pass ◯ Fail ◯ N/A

Outside the exit

19.	Nothing blocks the outside of the door: no vehicles, pallets, bins or stored materials CRITICAL Go through the door and look. A door that opens from the inside can still be blocked from the outside. Ref.: [1] [4] [5]	◯ Pass ◯ Fail ◯ N/A
20.	From the door, the way is open to a street, walkway or open space away from the building CRITICAL A locked yard gate or a fenced dead end fails this check. Ref.: [3] [1] [2] [5]	◯ Pass ◯ Fail ◯ N/A
21.	Outdoor stairs and walkways on the route have guardrails on open sides and are free of snow, ice and loose surfaces Mark N/A if the route has no outdoor part. Ref.: [3]	◯ Pass ◯ Fail ◯ N/A

Result

22.	Obstructions found were removed and locked doors were unlocked before leaving the exit CRITICAL Ref.: [4] [1] [5]	◯ Yes ◯ No ◯ N/A
23.	Every defect that could not be fixed on the spot has been reported to the facility manager Ref.: [4] [2] [5]	◯ Yes ◯ No ◯ N/A
24.	The exit route is usable from the work area to the outside CRITICAL Ref.: [4] [1] [5]	◯ Yes ◯ No
25.	Notes and defects found	Note: _____

Critical check: if it fails, stop and correct it before work continues.

SIGN-OFF

Inspector		Facility manager	
Name:	.....	Name:	.....
Signature:	.....	Signature:	.....
Date:	.....	Date:	.....

Legal basis and references

[1] Türkiye: İşyeri Bina ve Eklentilerinde Alınacak Sağlık ve Güvenlik Önlemlerine İlişkin Yönetmelik (Resmî Gazete, 17.07.2013, 28710) — Annex 1, item 10 (escape routes and emergency exits: open to the outside or a safe area, unobstructed, doors open outward, no sliding or revolving doors, not locked or fastened, signs, emergency lighting) and item 35(e) (doors on escape routes open from the inside at all times).

[2] Türkiye: Binaların Yangından Korunması Hakkında Yönetmelik (Resmî Gazete, 19.12.2007, 26735) — Article 30 (no locks or bolts that prevent escape; exits clearly visible), Article 31 (escape route defined as continuous and unobstructed), Article 33 (widths, corridor height, exits kept unobstructed), Article 47 (escape route doors), Articles 70 to 73 (emergency lighting and direction signs) and Article 84 (periodic control, testing and maintenance under the relevant standards).

[3] United States: OSHA 29 CFR 1910.36, Design and construction requirements for exit routes — (a)(3) self-closing fire doors; (c) exit discharge; (d) unlocked exit doors and door devices; (e) door swing; (g) minimum height and width; (h) outdoor exit routes.

[4] United States: OSHA 29 CFR 1910.37, Maintenance, safeguards, and operational features for exit routes — (a)(1) no highly flammable furnishings; (a)(3) free and unobstructed routes, no lockable rooms; (a)(4) safeguards in working order at all times; (b)(1) to (b)(7) lighting and exit signs.

[5] United Kingdom: The Regulatory Reform (Fire Safety) Order 2005 (S.I. 2005/1541) — Applies in England and Wales. Article 14 (emergency routes and exits kept clear at all times; doors, signs and emergency lighting) and article 17 (maintenance).

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