

**Emergency Exit Doors – Monthly**

**Location:** \_\_\_\_\_ **Month:** \_\_\_\_\_ / 201\_

**Monthly Testing Instructions**

- Inspect and operate the emergency exit device.
- Ensure the 'keeper' is free from obstruction.
- Lubricate where required in line with manufacturer’s instructions.
- Ensure integrity of the system and that no additional locking devices have been added.
- Record any faults and subsequent actions taken.

Date	Initial	Faults Found	Action Taken

**SCA-FR.F.13.01 Emergency Exit Doors**

Note: Monthly forms should be moved to the next month’s tab when checks have been completed for the current month.