

FREE FACILITIES & PROPERTY EMERGENCY EXIT TEMPLATE

Emergency Exit Inspection Checklist

Use this 60-point checklist to inspect exit access, stairs and corridors, exit doors and hardware, signs, emergency lighting, fire doors and enclosures, exit discharge, temporary work, evacuation plans, accessibility, corrective actions, and final verification.

Property / building

Inspection date

Floor / route

Inspector / life-safety owner

Internal Facilities & Property template. Apply the current fire and building code, emergency plan, accessibility requirements, insurer rules, and authority requirements. Where U.S. OSHA general-industry rules apply, relevant 29 CFR 1910.36, 1910.37, and 1910.38 requirements should be included.

1. Inspection scope, building occupancy, exit-route map, responsibilities, and previous findings

1

Confirm the property, building, floor or zone, inspection date, occupancy or operating status, and emergency-exit inspection scope are clearly identified.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Start with the approved exit-route plan and actual occupancy. Confirm the route from occupied space through exit access, protected exit, and final exit discharge.

2

Identify each applicable exit access, corridor, aisle, stair, ramp, exit enclosure, exit door, final exit discharge, refuge area, and assembly route included in the inspection.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Start with the approved exit-route plan and actual occupancy. Confirm the route from occupied space through exit access, protected exit, and final exit discharge.

3

Compare the current exit-route map or emergency plan with the actual building layout and record changed partitions, furniture, doors, construction, or occupancy affecting egress.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Start with the approved exit-route plan and actual occupancy. Confirm the route from occupied space through exit access, protected exit, and final exit discharge.

4

Review previous blocked-exit findings, damaged exit doors, failed signs or lights, fire-door issues, construction impacts, drill observations, and open corrective actions.

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Start with the approved exit-route plan and actual occupancy. Confirm the route from occupied space through exit access, protected exit, and final exit discharge.

5

Confirm responsibility is defined across facilities, fire or life safety, property management, security, EHS, maintenance, contractors, tenants, and emergency coordinators.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Start with the approved exit-route plan and actual occupancy. Confirm the route from occupied space through exit access, protected exit, and final exit discharge.

6

Record property, floor or zone, inspection date, inspector, fire or life-safety owner, facilities owner, management representative, and next inspection date.

EGRESS

FINAL STATUS | Enter

LIFE-SAFETY OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: Start with the approved exit-route plan and actual occupancy. Confirm the route from occupied space through exit access, protected exit, and final exit discharge.

2. Exit access, corridors, aisles, passageways, stairs, ramps, and obstruction control

7

Confirm exit access routes, corridors, aisles, passageways, stairs, ramps, and landings are clear and unobstructed for their full required path of travel.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. No materials or equipment should be placed permanently or temporarily...

8

Check that storage, stock, furniture, waste, carts, deliveries, bicycles, equipment, decorations, temporary work, or contractor materials are not narrowing or blocking the route.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. No materials or equipment should be placed permanently or temporarily...

9

Verify cables, hoses, mats, floor coverings, temporary thresholds, cleaning equipment, or construction protections do not create trip hazards or impede emergency movement.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. No materials or equipment should be placed permanently or temporarily...

10

Inspect stairs, ramps, handrails, guardrails, walking surfaces, and landings for visible defects, loose materials, wetness, damage, or conditions that could delay evacuation.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. No materials or equipment should be placed permanently or temporarily...

11

Confirm the exit access does not require travel through a lockable room or other arrangement that could trap occupants where prohibited by the applicable requirement.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. No materials or equipment should be placed permanently or temporarily...

12

Escalate any blocked, significantly narrowed, unsafe, or unusable required exit access immediately and apply approved interim controls until restored.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Where OSHA general-industry rules apply, exit routes must remain free and unobstructed. No materials or equipment should be placed permanently or temporarily...

3. Exit doors, locking, latching, opening direction, hardware, closers, and immediate usability

13

Confirm required exit doors are readily identifiable and can be reached without obstruction from the occupied side.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Emergency-exit doors must be immediately usable in the required direction of egress. Do not permit chains, padlocks, furniture, failed hardware, or improvised...

14

Check required exit doors can be opened from the egress side without keys, tools, special knowledge, or unauthorized unlocking steps where required by the applicable standard.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Emergency-exit doors must be immediately usable in the required direction of egress. Do not permit chains, padlocks, furniture, failed hardware, or improvised...

15

Inspect panic hardware, push bars, handles, latches, locks, hinges, closers, coordinators, frames, and other door hardware for secure and reliable operation.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Emergency-exit doors must be immediately usable in the required direction of egress. Do not permit chains, padlocks, furniture, failed hardware, or improvised...

16

Verify doors are not chained, padlocked, tied, blocked, wedged in an unsafe condition, or otherwise prevented from functioning as required for egress.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Emergency-exit doors must be immediately usable in the required direction of egress. Do not permit chains, padlocks, furniture, failed hardware, or improvised...

17

Check door swing, clear opening, floor clearance, threshold, and surrounding area for damage, stored items, mats, snow, debris, or other restrictions affecting emergency opening.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Emergency-exit doors must be immediately usable in the required direction of egress. Do not permit chains, padlocks, furniture, failed hardware, or improvised...

18

Escalate any required exit door that is locked against egress, jammed, damaged, obstructed, or otherwise unavailable and implement approved temporary measures immediately.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Emergency-exit doors must be immediately usable in the required direction of egress. Do not permit chains, padlocks, furniture, failed hardware, or improvised...

4. Exit signs, directional signs, visibility, illumination, route identification, and misleading signage

19

Confirm each required exit is clearly marked by an exit sign or equivalent approved identification and the sign is visible from the approach route.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.37 requires exits to be clearly visible and marked, and directional signs where the direction to the exit is not immediately apparent.

20

Check exit signs are illuminated or otherwise serviceable as required and are not dark, damaged, missing, or showing failed indicators.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.37 requires exits to be clearly visible and marked, and directional signs where the direction to the exit is not immediately apparent.

21

Verify directional exit signs are provided where the direction of travel to the nearest exit or exit discharge is not immediately apparent.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.37 requires exits to be clearly visible and marked, and directional signs where the direction to the exit is not immediately apparent.

22

Confirm the line of sight to required exit signs is not obstructed by decorations, banners, displays, temporary signs, partitions, stacked materials, or construction.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.37 requires exits to be clearly visible and marked, and directional signs where the direction to the exit is not immediately apparent.

23

Identify doors, corridors, or openings that could be mistaken for an exit and verify they are marked or arranged as required to avoid confusion.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: OSHA 1910.37 requires exits to be clearly visible and marked, and directional signs where the direction to the exit is not immediately apparent.

24

Escalate missing, obscured, misleading, damaged, or nonfunctional required exit signage for immediate correction.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: OSHA 1910.37 requires exits to be clearly visible and marked, and directional signs where the direction to the exit is not immediately apparent.

5. Emergency lighting, normal lighting, backup readiness, route visibility, and functional-test evidence

25

Confirm exit access, stairs, corridors, exit enclosures, exit doors, and discharge paths are adequately lighted under normal operating conditions.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: OSHA 1910.37 requires each exit route to be adequately lighted so an employee with normal vision can see along the route. Apply local fire/building-code...

26

Inspect emergency-lighting units, battery packs, illuminated signs, stair lights, and route-lighting fixtures for visible damage, missing lenses, failed indicators, or obstruction.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.37 requires each exit route to be adequately lighted so an employee with normal vision can see along the route. Apply local fire/building-code...

27

Verify current emergency-lighting functional-test and maintenance records are available where required by the property's programme or applicable authority.

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: OSHA 1910.37 requires each exit route to be adequately lighted so an employee with normal vision can see along the route. Apply local fire/building-code...

28

Check that temporary construction, renovation, power isolation, or lighting replacement has not left any required egress area dark or inadequately illuminated.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.37 requires each exit route to be adequately lighted so an employee with normal vision can see along the route. Apply local fire/building-code...

29

Confirm backup power, emergency circuits, generator-supported lighting, or other installed emergency-lighting arrangements have no known unresolved impairment affecting the exit route.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: OSHA 1910.37 requires each exit route to be adequately lighted so an employee with normal vision can see along the route. Apply local fire/building-code...

30

Escalate dark exit routes, failed required emergency lights, unavailable backup lighting, or repeated lighting faults that could hinder evacuation.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: OSHA 1910.37 requires each exit route to be adequately lighted so an employee with normal vision can see along the route. Apply local fire/building-code...

6. Fire doors, exit enclosures, self-closing operation, openings, seals, and protected-route condition

31

Inspect fire doors serving exit enclosures for visible damage, holes, broken glazing, missing components, damaged seals, or alterations affecting intended performance.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.36 requires protected openings into exits to use self-closing fire doors that remain closed or automatically close in an emergency. Apply the current...

32

Confirm applicable self-closing or automatic-closing doors close and latch as intended and are not wedged, tied, blocked, or held open by unauthorized means.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.36 requires protected openings into exits to use self-closing fire doors that remain closed or automatically close in an emergency. Apply the current...

33

Check frames, hinges, closers, latches, coordinators, hold-open devices, thresholds, and visible door hardware for secure and serviceable condition.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.36 requires protected openings into exits to use self-closing fire doors that remain closed or automatically close in an emergency. Apply the current...

34

Inspect exit stair or corridor enclosures and visible penetrations for obvious unprotected openings, damaged walls, open service penetrations, or unauthorized alterations.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.36 requires protected openings into exits to use self-closing fire doors that remain closed or automatically close in an emergency. Apply the current...

35

Confirm storage, carts, equipment, or temporary work do not obstruct fire doors or prevent exit-enclosure doors from closing when required.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.36 requires protected openings into exits to use self-closing fire doors that remain closed or automatically close in an emergency. Apply the current...

36

Escalate fire doors that will not close or latch, seriously damaged protected doors, or compromised exit-enclosure conditions for immediate life-safety action.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: OSHA 1910.36 requires protected openings into exits to use self-closing fire doors that remain closed or automatically close in an emergency. Apply the current...

7. Exit discharge, external paths, gates, exterior stairs, weather, lighting, and safe onward travel

37

Confirm each inspected exit discharge leads directly outside or to the approved safe area, street, walkway, refuge area, public way, or open space with access to the outside.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.36 requires exit discharge to lead outside or to a suitable street, walkway, refuge area, public way, or open space with outside access.

38

Check external exit paths are clear of parked vehicles, storage, waste, fencing, locked gates, construction, landscaping, snow, ice, standing water, or other obstruction.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.36 requires exit discharge to lead outside or to a suitable street, walkway, refuge area, public way, or open space with outside access.

39

Inspect exterior stairs, ramps, walkways, handrails, guardrails, surfaces, and route lighting for damage, slip hazards, poor drainage, or unsafe deterioration.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: OSHA 1910.36 requires exit discharge to lead outside or to a suitable street, walkway, refuge area, public way, or open space with outside access.

40

Verify exit-discharge doors, gates, turnstiles, security barriers, or perimeter controls do not prevent required emergency movement to the safe area.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: OSHA 1910.36 requires exit discharge to lead outside or to a suitable street, walkway, refuge area, public way, or open space with outside access.

41

Confirm assembly or onward evacuation routes are not routed into vehicle traffic, loading activity, high-hazard areas, locked yards, or other unsafe conditions where applicable.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: OSHA 1910.36 requires exit discharge to lead outside or to a suitable street, walkway, refuge area, public way, or open space with outside access.

42

Escalate blocked discharge routes, locked gates, unsafe exterior stairs, severe weather accumulation, flooding, or other conditions preventing safe onward travel.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: OSHA 1910.36 requires exit discharge to lead outside or to a suitable street, walkway, refuge area, public way, or open space with outside access.

8. Occupancy changes, temporary work, contractors, construction, special events, and alternate egress

43

Review temporary partitions, construction hoarding, scaffolds, equipment, stored materials, renovation work, or route changes for impact on required exit access and discharge.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Repairs and alterations must not leave occupants without required exit routes or equivalent protection. Temporary layouts and events can create exit problems very...

44

Confirm occupied areas retain the required usable exit routes during repairs, alterations, maintenance, or construction, or approved equivalent arrangements are provided where required.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Repairs and alterations must not leave occupants without required exit routes or equivalent protection. Temporary layouts and events can create exit problems very...

45

Check temporary event furniture, queues, displays, stages, decorations, merchandise, seating, or crowd-control barriers do not obstruct or narrow emergency routes.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Repairs and alterations must not leave occupants without required exit routes or equivalent protection. Temporary layouts and events can create exit problems very...

46

Verify contractors understand which routes, doors, fire doors, gates, and discharge areas must remain clear throughout the work.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Repairs and alterations must not leave occupants without required exit routes or equivalent protection. Temporary layouts and events can create exit problems very...

47

Confirm security changes, access-control modifications, door replacements, or temporary locks have not introduced a barrier to required egress.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Repairs and alterations must not leave occupants without required exit routes or equivalent protection. Temporary layouts and events can create exit problems very...

48

Escalate any temporary condition that removes a required exit route, compromises route protection, or leaves occupants dependent on an unsafe alternative.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Repairs and alterations must not leave occupants without required exit routes or equivalent protection. Temporary layouts and events can create exit problems very...

9. Emergency action plan, route assignments, evacuation maps, drills, accessibility, and accountability

49

Verify the current emergency action or evacuation plan reflects the actual exit routes, exit doors, assembly areas, occupancy, and operating conditions.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Where OSHA 1910.38 requires an emergency action plan, it must include procedures for emergency evacuation, including type of evacuation and exit-route...

50

Confirm evacuation maps and route diagrams are current, positioned where required, readable, and consistent with the actual building layout.

CRITICAL

EGRESS

Ready

Needs action

Critical

LIVE PHOTO | Add

Execution tip: Where OSHA 1910.38 requires an emergency action plan, it must include procedures for emergency evacuation, including type of evacuation and exit-route...

51

Check assigned evacuation roles, fire wardens, floor marshals, security responsibilities, sweep procedures, and emergency contacts are current where used.

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Where OSHA 1910.38 requires an emergency action plan, it must include procedures for emergency evacuation, including type of evacuation and exit-route...

52

Verify evacuation arrangements consider visitors, contractors, people needing assistance, accessible routes, refuge areas, and other support needs as required by the site's plan.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Where OSHA 1910.38 requires an emergency action plan, it must include procedures for emergency evacuation, including type of evacuation and exit-route...

53

Review recent evacuation drills or emergency events for blocked routes, wrong-way movement, door failures, crowding, lighting problems, delayed evacuation, or accountability gaps.

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Where OSHA 1910.38 requires an emergency action plan, it must include procedures for emergency evacuation, including type of evacuation and exit-route...

54

Confirm corrective actions from drills, route changes, accessibility reviews, or evacuation incidents are tracked to completion and reflected in updated plans where needed.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: Where OSHA 1910.38 requires an emergency action plan, it must include procedures for emergency evacuation, including type of evacuation and exit-route...

10. Inspection findings, immediate controls, corrective actions, verification, repeat issues, and final sign-off

55

Classify each finding by exit access, obstruction, door or hardware, signage, lighting, fire door or enclosure, exit discharge, temporary work, evacuation planning, accessibility, or other approved category.

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: An emergency-exit deficiency should remain open until the route is physically verified as usable. Repeated obstruction or door problems should trigger stronger...

56

Prioritize findings using loss of required egress, number of occupants exposed, route criticality, likelihood of blockage or failure, recurrence, and urgency.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: An emergency-exit deficiency should remain open until the route is physically verified as usable. Repeated obstruction or door problems should trigger stronger...

57

Apply immediate controls such as removing obstructions, reopening or repairing doors, restricting occupancy, establishing an alternate approved route, or implementing another authorized interim measure where required.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: An emergency-exit deficiency should remain open until the route is physically verified as usable. Repeated obstruction or door problems should trigger stronger...

58

Create or link facilities work orders, door or hardware repairs, lighting work, fire-door service, signage correction, contractor action, security changes, or emergency-plan updates with named owners and due dates.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: An emergency-exit deficiency should remain open until the route is physically verified as usable. Repeated obstruction or door problems should trigger stronger...

59

Verify corrective action through physical reinspection, live photos, functional door checks, lighting tests, service reports, updated route maps, or other objective evidence before closure.

CRITICAL

EGRESS

Exit-route item	Status	Owner	Evidence	Repair / action
-----------------	--------	-------	----------	-----------------

Execution tip: An emergency-exit deficiency should remain open until the route is physically verified as usable. Repeated obstruction or door problems should trigger stronger...

60

Record final exit-readiness status, critical open deficiencies, temporary or alternate routes, restricted areas, repeat findings, next inspection date, inspector, life-safety owner, facilities owner, and management approval.

CRITICAL

EGRESS

FINAL STATUS | Enter

LIFE-SAFETY OWNER | Enter

MANAGEMENT APPROVAL | Enter

Execution tip: An emergency-exit deficiency should remain open until the route is physically verified as usable. Repeated obstruction or door problems should trigger stronger...