

November checklists

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST EMERGENCY EXIT SIGNS AND WALL PACKS

ACTIVITY AND BLDG #: **ny116**

MECHANIC
SIGNATURE: **Ramon V**

DATE: **11-16-2020**

LOCATION/RM #: WO#**10516** ASSET #**10753**

START TIME:

FINISH TIME:

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer’s recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect for structural defects, note needed repairs	✓		emergency lights ok
2	Push test buttons and observe light operation. Note any units that do not operate properly.	✓	✓	
3	Clean exterior with dry cloth.	✓		
4	For Exit lights check for proper arrow direction.	✓		✓
5	Make and/or recommend any needed repairs.	✓		

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: