

## may checklist 2021

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

SITE AND BLDG #: ny116-02MECHANIC **Ramon V**  
SIGNATURE: \_\_\_\_\_DATE: **5-19-2021**LOCATION/RM #: \_\_\_\_\_ WO# **12583** ASSET # **10771**

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.	check		(2) bulbs out
2	Schedule and coordinate work with operating personnel.	check		
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	check		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Open and tag switch.	check		
2	Inspect visual condition of wiring. Look for evidence of overheating.	check		
3	Check for proper light operation.	check		
4	Test operation of automatic switches/ time clock/ photocells if applicable.	check		
5	Inspect light pole and mounting devices for deficiencies.	check		
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	check		

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:**