

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY EXIT SIGNS AND WALL PACKS**

ACTIVITY AND BLDG #: **Albany 001**MECHANIC  
SIGNATURE:

DATE:

|                |     |   |         |   |
|----------------|-----|---|---------|---|
| LOCATION/RM #: | WO# |  | ASSET # |  |
|----------------|-----|---|---------|---|

START TIME:

FINISH TIME:

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
|   |  | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |               |    |   |
| 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. |               |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 1   | Inspect for structural defects, note needed repairs  |               |    | <b>Site being broken into was told to hold off on maintenance</b>       |
| 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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**