

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

**SITE AND BLDG #:** Alexandria VA002

**MECHANIC  
SIGNATURE:** 

**DATE:** 2/11/21

**LOCATION/RM #:** MEP WO# 135533 ASSET # 1569&1570 **START TIME:** 9:35 **FINISH TIME:** 9:50  
**lot**

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----|---|
|   |   | YES           | NO |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |               |    |   |
| 1   | Schedule and coordinate work with operating personnel.  |               |    |   |
| 2   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. |               |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |               |    |   |
| 1   | Inspect lighting contactor for pitting or arcing -report issues   |               |    |   |
| 2   | Inspect visual condition of wiring. Look for evidence of overheating.   |               |    |   |
| 3   | Check for proper light operation.   |               |    |   |
| 4   | Test operation of automatic switches/ time clock/ photocells if applicable.   |               |    |   |
| 5   | Inspect light pole and mounting devices for deficiencies.   |               |    |   |
| 6   | For any noted deficiency, takes pictures and open corrective maintenance ticket.  |               |    |   |

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:** lights are run on photo cell. no time clocks located

