

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

**SITE AND BLDG #:** **Gaithersburg MD013**

**MECHANIC  
SIGNATURE:**



**DATE:** **7/1/21**

**LOCATION/RM #:** **MEP lot wo# 14499 ASSET # 3Y262**

**START TIME:**

**9:25**

**FINISH TIME:**

**9:40**

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                      | TASK COMPLETE |    | NOTES/ ACTIONS<br><br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)        |
|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|----|------------------------------------------------------------------------------------|
|                                            |                                                                                                                                                             | YES           | NO |                                                                                    |
| SPECIAL INSTRUCTIONS                       |                                                                                                                                                             |               |    |                                                                                    |
| 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. | ✓             |    | All lights inspected on 6/3.                                                       |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                             |               |    |                                                                                    |
| 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:**