

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EMERGENCY EXIT SIGNS AND WALL PACKS

ACTIVITY AND BLDG #: **White Plains MD066**

MECHANIC
SIGNATURE: 

DATE: **10/15/21**

LOCATION/RM #: **all buildings** WO# **15106** ASSET # **543-545**

START TIME: **8:15**

FINISH TIME: **8:55**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Inspect for structural defects, note needed repairs	✓			
2	Push test buttons and observe light operation. Note any units that do not operate properly.- Report issues and open a CM ticket	✓			
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: