

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EMERGENCY EXIT SIGNS AND WALL PACKS

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







MECHANIC
SIGNATURE: 

DATE: **4/11/22**

LOCATION/RM #: **all bldgs.** WO# **16872** ASSET # **543-545**

START TIME: **8:00**

FINISH TIME: **8:45**

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 discription of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes: