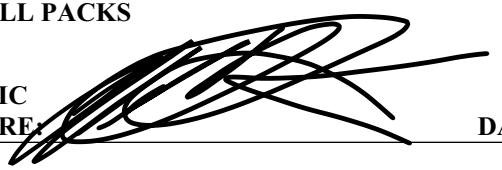
PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EMERGENCY EXIT SIGNS AND WALL PACKS

ACTIVITY AND BLDG #: Albany 001

MECHANIC SIGNATURE: 

DATE: 2/5/2021

LOCATION/RM #: building **WO#** **ASSET #**

START TIME: 0900 **FINISH TIME:** 1030

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	SPECIAL INSTRUCTIONS			
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.	✓		
	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.	✓		
3	Clean exterior with dry cloth.	✓		
4	For Exit lights check for proper arrow direction.	✓		6exit lights out in building.
5	Make and/or recommend any needed repairs.	✓		recommend repair

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 perfomed by: General Maintenance Worker

Additional Notes: