

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

LIGHTING, OUTSIDE

SITE AND BLDG #: **Saugerties 128**

**MECHANIC
SIGNATURE:**



DATE: **2/1/2023**

LOCATION/RM #: **site** **WO#** **20703** **ASSET #** **10855**

START TIME: **0630**

FINISH TIME: **0700**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		(IF TASK COMPLETE)	NOTES/ ACTIONS	
		YES	NO		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.				11 pole lights out all pathway lights out 4 lights on exterior of building out	  
2	Schedule and coordinate work with operating personnel.					
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.					
TO BE PERFORMED AT EACH INSPECTION SERVICE						
1	Open and tag switch.				   	
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: