

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EMERGENCY EXIT SIGNS AND WALL PACKS

ACTIVITY AND BLDG #: **Albany 001**

MECHANIC
SIGNATURE: 


DATE: **5/19/2021**

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

ASSET # 

START TIME: **1330**

FINISH TIME: **1430**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	✔		
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 deficiency 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: