

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

EMERGENCY EXIT SIGNS AND WALL PACKS







ACTIVITY AND BLDG #: **Schenectady 060**

MECHANIC
SIGNATURE: 

DATE: **5/16/2023**

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

START TIME: **0800** FINISH TIME: **1000**

| 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 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: