

**June 2021 checklist**  
**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

<b>SITE AND BLDG #</b> <u>ny024-357</u>	<b>13059</b>	<b>9766</b>	<b>MECHANIC SIGNATURE:</b> <u>Ramon V</u>	<b>DATE:</b> <u>6-11-2021</u>
<b>LOCATION/RM #:</b>	<b>WO#</b> <u>13251</u>	<b>ASSET #</b> <u>9765</u>	<b>START TIME:</b>	<b>FINISH TIME:</b>

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>SPECIAL INSTRUCTIONS</b>				
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.	check		
2	Schedule and coordinate work with operating personnel.	check		
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.	check		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Open and tag switch.	check		
2	Inspect visual condition of wiring. Look for evidence of overheating.			
3	Check for proper light operation.	check		
4	Test operation of automatic switches/ time clock/ photocells if applicable.	check		light ok
5	Inspect light pole and mounting devices for deficiencies.	check		
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	check		

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:**

**update bldg 357 new lighting system**  
**(3) pieces single light solar panels**  
**(3) pieces double light solar panels**