

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
INTERIOR LIGHTING

ACTIVITY AND BLDG #:	NY039 BLDG1			MECHANIC SIGNATURE:	DATE: 3/2/23	
LOCATION/RM #:	BLDG1	WO#	21213	ASSET #	IL-31	START TIME: 2:15pm FINISH TIME: 2:45pm

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	TO BE PERFORMED AT EACH INSPECTION SERVICE	
1	Visually check all accessible areas for burned out bulbs and/or flickering lights. Check with the facility manager to see if they know of any outages.	✓			
2	Replace bulbs where applicable. Note quantity of bulbs replaced. If lift is required, schedule accordingly.	✓			
3	Test light fixture. If light does not work, replace starters and/or ballasts as necessary.	✓			
4	Note and report any needed electrical repairs.	✓			
5	Properly dispose of any non-working bulbs and ballasts.	✓			
6	Clean up area and remove any trash.	✓			

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: