

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**INTERIOR LIGHTING**

ACTIVITY AND BLDG #: **NY039 BLDG1**MECHANIC  
SIGNATURE: DATE: **8/17/23**LOCATION/RM #: **BLDG1** WO# **23431** ASSET # **IL-31**START TIME: **8:30am**FINISH TIME: **9am**

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
|   |  | YES           | NO |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 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:**