

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### INTERIOR LIGHTING

ACTIVITY AND BLDG #: NY051 BLDG1&amp;2

MECHANIC  
SIGNATURE: 

DATE: 2/15/23

LOCATION/RM #: BLDG1&2 WO# 20743, ASSET # IL-36,37  
20744

START TIME: 10:30am

FINISH TIME: 11am

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                 | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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:**