

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### EMERGENCY LIGHTING, WET CELL

ACTIVITY AND BLDG #: NY023-128

LOCATION: 128

MECHANIC  
SIGNATURE:

John Suthard

DATE: 11/5/18

START TIME: 300PM

FINISH TIME: 330PM

| Site Location | WO # | Asset # | PM #       | Manuf acturer | Model Number | Serial # | Asset Description                               | Asset Location |
|---------------|------|---------|------------|---------------|--------------|----------|---|----------------|
| NY023-128     | 1217 | 9421    | PM-QT-9421 |               |              |          | J-46 12-pc Emergency Light & Exit Sign Combo    | CM Needed      |
| NY023-128     | 1218 | 9422    | PM-QT-9422 |               |              |          | J-46 5-pc Emergency Light Wall Pack, Dual Light | CM Needed      |
| NY023-128     | 1219 | 9423    | PM-QT-9423 |               |              |          | J-47 2-pc Emergency Exit Sign, Illuminated      |                |

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |  |
|---|--|---------------|----|---|--|
|   |  | YES           | NO | SPECIAL INSTRUCTIONS  |  |
| <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. | ✓             |    | Asset # 9421 - 5 lights out<br>Need Batteries                           |  |
| 2   | Schedule and coordinate work with operating personnel.   | ✓             |    |   |  |
| 3   | Obtain and review manufacturer's instructions.   | ✓             |    |   |  |
| 4   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                      | ✓             |    | Asset # 9422 - 3 lights out<br>Need Batteries.                          |  |
| 5   | Do not spark battery terminals or smoke while performing maintenance.  | ✓             |    |   |  |
| 6   | Use acid-resistant gloves, apron and plastic face shield.  | ✓             |    |   |  |
| 7   | Consult the Safety Data Sheet (SDS) for the electrolyte and proper personal protective equipment (PPE).  | ✓             |    |   |  |
| 8   | When practicable, remove light units to shop area for inspection and maintenance.  | ✓             |    |   |  |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |  |
| 1   | Inspect for structural defects and deposits.   | ✓             |    |   |  |
| 2   | Clean off corrosion deposits and apply silicone grease to terminals.   | ✓             |    |   |  |

|   |   |                                     |  |
|---|---|-------------------------------------|--|
| 3 | Inspect battery water level and take specific gravity readings. If reading is less than specified by battery manufacturer, the battery should be replaced with a freshly charged one. The old battery should be charged and tested before discarding. Review the MSDS for proper disposal of battery and electrolyte. | <input checked="" type="checkbox"/> |  |
| 4 | Add distilled water to raise electrolyte to proper level.   | <input checked="" type="checkbox"/> |  |
| 5 | Push test buttons and observe light operation. (See manufacturer's  | <input checked="" type="checkbox"/> |  |
| 6 | Check vent holes  | <input checked="" type="checkbox"/> |  |
| 7 | Clean exterior with dry cloth, paint if necessary with an appropriate type and color paint. Caution: Do not paint over any indicator lights.  | <input checked="" type="checkbox"/> |  |
| 8 | Unplug unit to check operation. The battery should maintain the light output for 1.5 hours.   | <input checked="" type="checkbox"/> |  |

Page 1 of 2

TIDEWATER-ELEC-LTG-07

| CHECK POINT | CHECKPOINT DESCRIPTION                            | TASK COMPLETE                       |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|-------------|---|-------------------------------------|----|---|
|             |   | YES                                 | NO |   |
| 9           | For Exit lights check for proper arrow direction. | <input checked="" type="checkbox"/> |    |   |
| 10          | Clean up work area.                               | <input checked="" type="checkbox"/> |    |   |

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*.October 1.
- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

**Additional Notes:**

