

# PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

FLUORESCENT LIGHTING FIXTURE, WASHING AND RELAMPING

**SITE AND BLDG#:** NY023-118

**MECHANIC**

**SIGNATURE:** SIGNATURE ON FILE (DROWE)

**DATE:** 7/3/23

| Site Location | WO#     | Asset# | PM#        | Manufacturer | Model Number | Serial# | Asset Description | Asset Location |
|---------------|---------|--------|------------|--------------|--------------|---------|-------------------|----------------|
| NY023-118     | 2-23108 |        | PM-MO-9282 |              |              |         |                   |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                          | NOTES/ACTIONS<br>(if Task Complete is Checked 'NO', Then Provide Explanation) |
|--------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                 |                                                                               |
| 1                                          | Disassemble fixture Wash all removable parts with warm water and a mild detergent Rinse and allow to drip dry   |                                                                               |
| 2                                          | Damp wipe remaining body of fixture in place                                                                    |                                                                               |
| 3                                          | Remove old fluorescent lamps and install new lamps                                                              |                                                                               |
| 4                                          | Test light fixtures Replace starters and ballasts where necessary Note and report any needed electrical repairs |                                                                               |
| 5                                          | Reassemble all removable parts to fixture                                                                       |                                                                               |
| 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:**

- electrician needed no power going to light