

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

FLUORESCENT LIGHTING FIXTURE, WASHING AND RELAMPING

SITE AND BLDG#: NY023-118

MECHANIC

SIGNATURE: SIGNATURE ON FILE (DROWE)

DATE: 6/16/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-118	2-22584		PM-SA-9281					

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (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:

- lights are out with no power, electrician needed