

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## EMERGENCY LIGHTING

MECHANIC  
SIGNATURE:*Mike Wolf*

DATE:

*5/20/19*

START TIME:

*7am*

FINISH TIME:

*2pm*

ACTIVITY AND BLDG #:NY023-123

LOCATION:

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description                          | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|--------------------------------------------|----------------|
| NY023-123     | 3612 | 9376    |      |              |              |          | J-47 4-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                       |                                                                                                                                                                                                                                                                                                                       |               |    |                                                                         |
| 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.                                                                                                                                      |               |    |                                                                         |
| 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.                                                                                                                                                           |               |    |                                                                         |
| 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.                                                                                                                                                                                                                                     |               |    |                                                                         |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |                                                                                                                                                                                                                                                                                                                       |               |    |                                                                         |
| 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. |               |    |                                                                         |
| 4                                          | Add distilled water to raise electrolyte to proper level.                                                                                                                                                                                                                                                             |               |    |                                                                         |
| 5                                          | Push test buttons and observe light operation. (See manufacturer's                                                                                                                                                                                                                                                    |               |    |                                                                         |

|   |                                                                                                                                              |  |  |  |
|---|----------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 6 | Check vent holes                                                                                                                             |  |  |  |
| 7 | Clean exterior with dry cloth, paint if necessary with an appropriate type and color paint. Caution: Do not paint over any indicator lights. |  |  |  |
| 8 | Unplug unit to check operation. The battery should maintain the light output for 1.5 hours.                                                  |  |  |  |

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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. |               |    |                                                                         |
| 10          | Clean up work area.                               |               |    |                                                                         |

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:**



