

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY LIGHTING, WET CELL**

ACTIVITY AND BLDG #: NY023-123

MECHANIC  
SIGNATURE: *Deen Rowe*

DATE: *11/2/21*

LOCATION: *Entire Building 123*

START TIME: *11am*

FINISH TIME: *12pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	15106	9376	PM-QT-9376				J-47 4-pc Emergency Exit Sign, Illuminated	

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Schedule and coordinate work with operating personnel.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	Obtain and review manufacturer's instructions.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
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.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	Do not spark battery terminals or smoke while performing maintenance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Use acid-resistant gloves, apron and plastic face shield.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Consult the Safety Data Sheet (SDS) for the electrolyte and proper personal protective equipment (PPE).	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
8	When practicable, remove light units to shop area for inspection and maintenance.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect for structural defects and deposits.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	Clean off corrosion deposits and apply silicone grease to terminals.	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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"/>		

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TIDEWATER-ELEC-LTG-07

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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:**

\* Actually has 14 more emergency light.

