

# PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

Lighting, Interior

SITE AND BLDG#: NY023-123

MECHANIC

SIGNATURE: *SIGNATURE ON FILE (DROWE)*

DATE: 4/5/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-123	2-21640	IL-16	PM-MO-IL-16	N/A	N/A	N/A	Interior Light in Building NY023-123, IL-16, NY023-123	

CHECK POINT	CHECKPOINT DESCRIPTION	NOTES/ACTIONS (if Task Complete is Checked 'NO', Then Provide Explanation)
		TO BE PERFORMED AT EACH INSPECTION SERVICE
1	The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence	
2	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	

**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 out in office area and hallway that are out (4). electrician needed for repairs because lights are LED strips.
- any lights that are out in building are too high and will replace on next lift order