

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

LIGHTING, OUTSIDE

SITE AND BLDG #: NY023-123

MECHANIC: Deen Rowe

12/28/22

SIGNATURE:

DATE:

LOCATION/RM #: Building 123 Exterior

START TIME: 4:30pm

FINISH TIME: 5p

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	20158	190917-169	PMS190917169				7-pc Ext Wall Pack	

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.	☒	☒	
2	Schedule and coordinate work with operating personnel.	☒	☒	
3	Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒	☒	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Open and tag switch.	☒	☒	
2	Inspect visual condition of wiring. Look for evidence of overheating.	☒	☒	
3	Check for proper light operation.	☒	☒	
4	Test operation of automatic switches/ time clock/ photocells if applicable.	☒	☒	
5	Inspect light pole and mounting devices for deficiencies.	☒	☒	
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	☒	☒	



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:**