

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

ACTIVITY AND BLDG #: NY023-200

MECHANIC  
SIGNATURE: Deen Rowe

DATE: 2/11/21

LOCATION: Entire Building

START TIME: 9am

FINISH TIME: 10am

| Site Location | WO #  | Asset #    | PM #         | Manufacturer | Model Number | Serial # | Asset Description         | Asset Location |
|---------------|-------|------------|--------------|--------------|--------------|----------|---------------------------|----------------|
| NY023-200     | 11854 | 190917-193 | PMQ190917193 |              |              |          | 72-pc Lighted Exit Signs  |                |
| NY023-200     | 11854 | 190917-194 | PMQ190917193 |              |              |          | 37-pc Emergency Wall Pack |                |
|               |       |            |              |              |              |          |                           |                |
|               |       |            |              |              |              |          |                           |                |

| 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.                                                                                                                                                                                                                                                             | ✓ | A |  |
| 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:**



