

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
EMERGENCY LIGHTING, WET CELL

ACTIVITY AND BLDG #: NY023-200

MECHANIC
SIGNATURE: DEEN ROWE

DATE: 2/17/21

LOCATION: Building 200

START TIME: 2pm

FINISH TIME: 430pm

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|-------|------------|--------------|--------------|--------------|----------|---------------------------|----------------|
| NY023-200 | 16256 | 190917-193 | PMQ190917193 | | | | 72-pc Lighted Exit Signs | |
| NY023-200 | 16256 | 190917-194 | PMQ190917193 | | | | 37-pc Emergency 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. | <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:



Replaced batteries on Asset # 190917-194 (2).