

PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

Lighting, Interior

SITE AND BLDG#: NY023-206

MECHANIC

SIGNATURE: *SIGNATURE ON FILE (DROWE)*

DATE: 4/6/23

Site Location	WO#	Asset#	PM#	Manufacturer	Model Number	Serial#	Asset Description	Asset Location
NY023-206	2-21644	IL-20	PM-MO-IL-20	N/A	N/A	N/A	Interior Light in Building NY023-206, IL-20, NY023-206	

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	

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To be performed by: General Maintenance Worker

Additional Notes:

- LED lights in building Entire office 307 has no light 1 light out in office 305 1 light out in 2nd floor hallway 2 lights out in 1st floor hallway