

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

ACTIVITY AND BLDG #: NY023-206

MECHANIC  
SIGNATURE: *Deen Rowe*

DATE: 2/17/23

LOCATION: *Building 206*

START TIME: *930Am*

FINISH TIME: *1030Am*

| Site Location | WO #  | Asset # | PM #       | Manufacturer | Model Number | Serial # | Asset Description   | Asset Location |
|---------------|-------|---------|------------|--------------|--------------|----------|---|----------------|
| NY023-206     | 20912 | 9525    | PM-QT-9525 | (null)       |              |          | J-46 10-pc<br>Emergency Light<br>& Exit Sign<br>Combo     |                |
| NY023-206     | 20913 | 9526    | PM-QT-9526 | (null)       |              |          | J-46 10-pc<br>Emergency Light<br>Wall Pack, Dual<br>Light |                |
| NY023-206     | 20914 | 9527    | PM-QT-9527 | (null)       |              |          | J-47 2-pc<br>Emergency Exit<br>Sign, Illuminated          |                |
|               |       |         |            |              |              |          |   |                |

| 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. | <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.   | ✓ |  |  |
| 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.   | ✓ |  |  |
| 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:**

Replacing batteries for all lights that are out  
in progress.