

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

**SITE AND BLDG #:** NY023-319

**MECHANIC:**

*D men* *Rowe*

*6/21/21*

**SIGNATURE:**

**DATE:**

**START TIME:** *5pm*

**FINISH TIME:** *6pm*

**LOCATION/RM #:** *Entrance to Building 319*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-319	13302	190917-202	PMS1909 17202				2-pc Wallpacks	

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	<b>Test operation of automatic switches/ time clock/ photocells if applicable.</b>	✓				
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:**