

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## EMERGENCY LIGHTING, WET CELL

ACTIVITY AND BLDG #: NY023-330

MECHANIC

SIGNATURE: *Deen Rowe*

DATE: *11/12/20*

LOCATION: *Entire Building*

START TIME: *10 AM*

FINISH TIME: *1 PM*

| Site Location | WO #  | Asset # | PM #       | Manufacturer | Model Number | Serial # | Asset Description                                | Asset Location |
|---------------|-------|---------|------------|--------------|--------------|----------|--------------------------------------------------|----------------|
| NY023-330     | 10589 | 9598    | PM-QT-9598 | Lithonia     |              |          | J-46 29-pc Emergency Light Wall Pack, Dual Light |                |
| NY023-330     | 10590 | 9599    | PM-QT-9599 |              |              |          | J-46 7-pc Emergency Light & Exit Sign Combo      |                |
| NY023-330     | 10591 | 9600    | PM-QT-9600 |              |              |          | J-47 40-pc Emergency Exit 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.                                                                                                | <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"/> | <input checked="" type="checkbox"/> |  |
| 4 | Add distilled water to raise electrolyte to proper level.                                                                                                                                                                                                                                                             | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 5 | Push test buttons and observe light operation. (See manufacturer's                                                                                                                                                                                                                                                    | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |  |
| 6 | Check vent holes                                                                                                                                                                                                                                                                                                      | <input checked="" type="checkbox"/> | <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"/> | <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"/> | <input checked="" type="checkbox"/> |  |

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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. | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |                                                                         |
| 10          | Clean up work area.                               | <input checked="" type="checkbox"/> | <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:**



