

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

ACTIVITY AND BLDG #: NY023-330

MECHANIC  
SIGNATURE: *Deen Rowe*

DATE: *8/17/21*

LOCATION: *Building 330*

START TIME: *8am*

FINISH TIME: *10Am*

| Site Location | WO #  | Asset # | PM #               | Manufac<br>turer | Model<br>Number | Serial # | Asset Description                                | Asset Location |
|---------------|-------|---------|--------------------|------------------|-----------------|----------|--|----------------|
| NY023-330     | 14212 | 9598    | PM-<br>QT-<br>9598 | Lithonia         |                 |          | J-46 29-pc Emergency Light Wall Pack, Dual Light |                |
| NY023-330     | 14213 | 9599    | PM-<br>QT-<br>9599 |                  |                 |          | J-46 7-pc Emergency Light & Exit Sign Combo      |                |
| NY023-330     | 14214 | 9600    | PM-<br>QT-<br>9600 |                  |                 |          | J-47 40-pc Emergency Exit Sign, Illuminated      |                |
|               |       |         |                    |                  |                 |          |  |                |

| CHECK<br>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"/> |  |  |
| 2 | Clean off corrosion deposits and apply silicone grease to terminals.  | <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"/> |  |  |

Page 1 of 2

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"/> |    |   |
| 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:**

