

# PREVENTIVE MAINTENANCE PROGRAM CHECKLIST

Lighting, Interior

**SITE AND BLDG#:** NY058-02

**MECHANIC**

**SIGNATURE:** SIGNATURE ON FILE (null)

**DATE:**

| Site Location | WO#     | Asset# | PM#         | Manufacturer | Model Number | Serial# | Asset Description                              | Asset Location  |
|---------------|---------|--------|-------------|--------------|--------------|---------|--|-----------------|
| NY058-02      | 2-21661 | IL-41  | PM-MO-IL-41 | N/A          | N/A          | N/A     | Interior Lighting in Building, IL-41, NY058-02 | ENTIRE BUILDING |

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | NOTES/ACTIONS<br>(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 |   |

**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:

- ballast issue in main office on one light switch
- replacing lights will be complete by April 28, 2023
- for ballast issues