

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

**SITE AND BLDG #:** NY58-07

**MECHANIC:**

JEEN ROWE

5/28/21

**SIGNATURE:**

**DATE:**

**START TIME:** 1pm

**FINISH TIME:** 130 pm

**LOCATION/RM #:** Building 07

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-07	13309	190917-316	PMS1909 17316				1-pc Exterior Bld Light	

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 SER					
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:**