

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

SITE AND BLDG #: NY058-104

NY058-104 MECHANIC

SIGNATURE: DEEN ROWE

DATE: 7/19/21

LOCATION/RM #: Building 104

START TIME: 8 AM

FINISH TIME: 11 AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	13953	190917-320	PMQ190917320				165-pc Interior Lights 4 Fluorescent	
NY058-104	13806	10335	PM-MO-10335	Metal Halide			J-45 4-pc Double Light, Pole Mounted Military Equipment Parking	
NY058-104	13807	10336	PM-MO-10336	High Press Sodium			J-45 10-pc Motor Vehicle Area Light Military Equipment Parking	

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.	✓		*Asset # 10336 haven't seen the light on
4	Test operation of automatic switches/ time clock/ photocells if applicable.	✓		
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:**

\*CM- 3 ballast out on 2<sup>nd</sup> floor offices common space.

\*1 ballast out on 1<sup>st</sup> floor offices common space.

\* Main lobby lights are out.

↓ \*14 T8 lights in the assembly are out.

\* sensor outside of assembly is not working.

