

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
INTERIOR LIGHTING

ACTIVITY AND BLDG #: **NY067-02**MECHANIC
SIGNATURE: DATE: **11/14/19**

LOCATION/RM #:

WO# 5721**ASSET # 190917-454**START TIME: **11:15am**FINISH TIME: **11:30am**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Visually check all accessible areas for burned out bulbs and/or flickering lights. Check with the facility manager to see if they know of any outages.	✓		no outages noted
2	Replace bulbs where applicable. Note quantity of bulbs replaced. If lift is required, schedule accordingly.		✓	no bulbs needed to be replaced
3	Test light fixture. If light does not work, replace starters and/or ballasts as necessary.		✓	no starters or ballast need to be replaced
4	Note and report any needed electrical repairs.		✓	no electrical repairs needed
5	Properly dispose of any non-working bulbs and ballasts.	✓		
6	Clean up area and remove any trash.			

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: