

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST INTERIOR LIGHTING

**ACTIVITY AND BLDG #:** NY039-2 Mattydale

**MECHANIC  
SIGNATURE:**

**DATE:** 6/29/23

**LOCATION/RM #:** Butler Bldg    **WO#** 22408    **ASSET #** IL-33

**START TIME:** 2018

**FINISH TIME:** 2030

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.	X		
2	Replace bulbs where applicable. Note quantity of bulbs replaced. If lift is required, schedule accordingly.	X		
3	Test light fixture. If light does not work, replace starters and/or ballasts as necessary.	X		
4	Note and report any needed electrical repairs.	X		
5	Properly dispose of any non-working bulbs and ballasts.	X		
6	Clean up area and remove any trash.	X		

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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**