

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *Pr 012-01*
 LOCATION/RM #: *220* WO# *7988* ASSET # *5192*
 MECHANIC SIGNATURE: *John A. Johnson*
 DATE: *3/2/19*
 START TIME: *925* FINISH TIME: *935*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Schedule shutdown with operating personnel, as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
1	Check fan blades for dust buildup and clean if necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>PL</i>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>PL</i>
3	Tighten all electrical connectors to proper torque as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	Check that the fan runs properly in all speeds as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
7	Lubricate mechanical connections of dampers sparingly as applicable.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>PL</i>
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>PL</i>
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>PL</i>
10	Check coils for leaking, tightness of fittings.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11	Use fin comb to straighten coil fins as needed.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>PL</i>

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *P-017 -01*LOCATION/RM #: *222* WO# *7988*ASSET # *5193*MECHANIC
SIGNATURE: *Franklin*

DATE:

*3/21/19*START TIME: *935*FINISH TIME: *945*

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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 shutdown with operating personnel, as needed.	/	
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	/	
1	Check fan blades for dust buildup and clean if necessary.	/	
2	When applicable, check fan blades and moving parts for cracks and excessive wear.	/	
3	Tighten all electrical connectors to proper torque as needed.	/	
4	Check that the fan runs properly in all speeds as applicable.	/	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.	/	
7	Lubricate mechanical connections of dampers sparingly as applicable.	/	
8	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.	/	
9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/	
10	Check coils for leaking, tightness of fittings.	/	
11	Use fin comb to straighten coil fins as needed.	/	

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #:

Pr 017-01

LOCATION/RM #:

223

WO# 7882

ASSET # 5194

MECHANIC
SIGNATURE:

DATE:

3/21/18

START TIME:

945

FINISH TIME:

955

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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 shutdown with operating personnel, as needed.
- 3 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.

- 1 Check fan blades for dust buildup and clean if necessary.
- 2 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 3 Tighten all electrical connectors to proper torque as needed.
- 4 Check that the fan runs properly in all speeds as applicable.
- 5 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 6 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.
- 7 Lubricate mechanical connections of dampers sparingly as applicable.
- 8 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 9 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 10 Check coils for leaking, tightness of fittings.
- 11 Use fin comb to straighten coil fins as needed.

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

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 Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: *PA 017-01*LOCATION/RM #: *224*WO# *7988*ASSET # *5185*MECHANIC
SIGNATURE:
John W. S.

START TIME:

955

DATE:

3/21/19

FINISH TIME:

1005

(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES NO	NOTES/ ACTIONS
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 shutdown with operating personnel, as needed.		
3	As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.	/	
1	Check fan blades for dust buildup and clean if necessary.		<i>NA</i>
2	When applicable, check fan blades and moving parts for cracks and excessive wear.		<i>NA</i>
3	Tighten all electrical connectors to proper torque as needed.	/	
4	Check that the fan runs properly in all speeds as applicable.	/	
5	Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.	/	
6	Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment. Lubricate mechanical connections of dampers sparingly as applicable.	/	
7	Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.		<i>NA</i>
8	Clean coils by brushing, blowing, vacuuming, or pressure washing.	/	<i>NA</i>
9	Check coils for leaking, tightness of fittings.	/	
10	Use fin comb to straighten coil fins as needed.		<i>NA</i>

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

*NA**NA**/**/**/**/**/**/**/*

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: Po 017-01

LOCATION/RM #: 230 WO# 7988

ASSET # 5186

MECHANIC
SIGNATURE:
John

DATE:

3/21/18

START TIME: 10:05

FINISH TIME: 10:15

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES NO	

- 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 shutdown with operating personnel, as needed.
- 3 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.

- 1 Check fan blades for dust buildup and clean if necessary.
- 2 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 3 Tighten all electrical connectors to proper torque as needed.
- 4 Check that the fan runs properly in all speeds as applicable.
- 5 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 6 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.
- 7 Lubricate mechanical connections of dampers sparingly as applicable.
- 8 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 9 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 10 Check coils for leaking, tightness of fittings.
- 11 Use fin comb to straighten coil fins as needed.

/A

/A

/A

/A

/A

N/A

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- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

/A

/A

filter is missing

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

model # WLHA09D3
 Ser #

1-07-k-8296-35

not missing on
 last pm in sept.

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FAN COIL UNIT/ DUCTLESS MINI SPLIT

SITE AND BLDG #: PR 012-01

LOCATION/RM #: 231

WO# 7988

ASSET # 5187

MECHANIC
SIGNATURE:
John

DATE:

3/21/19

START TIME:

1005

FINISH TIME:

1015

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES / NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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- 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 shutdown with operating personnel, as needed.
- 3 As needed, de-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. Follow lock out/tag out procedures at all times.

- 1 Check fan blades for dust buildup and clean if necessary.
- 2 When applicable, check fan blades and moving parts for cracks and excessive wear.
- 3 Tighten all electrical connectors to proper torque as needed.
- 4 Check that the fan runs properly in all speeds as applicable.
- 5 Check dampers and rotating auto diffusers for dirt accumulations, clean as necessary. Check felt, repair or replace as necessary.
- 6 Check damper actuators and linkage for proper operation as applicable. Adjust linkage on dampers if out of alignment.
- 7 Lubricate mechanical connections of dampers sparingly as applicable.
- 8 Check the valve(s) for signs of leakage and proper operation. If leak is detected, submit a UE.
- 9 Clean coils by brushing, blowing, vacuuming, or pressure washing.
- 10 Check coils for leaking, tightness of fittings.
- 11 Use fin comb to straighten coil fins as needed.

K00-046CMI Management Inc.

- 12 Check belts for wear and cracks, adjust tension or alignment as applicable. Replace belts when necessary.
- 13 Check rigid couplings for alignment on direct drives, and for tightness of assembly.
- 14 Vacuum interior of unit.
- 15 Check filter door for proper gasketing and air leaks. Correct as necessary.
- 16 Change the filter as needed with the correct size and type filter.
- 17 Insure that drain(s) are clear and running.
- 18 Clean up work area.

NA

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For 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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: *Pro 17 - 01*LOCATION: *DRCC* *W# 7988* *Asset # 5268*MECHANIC
SIGNATURE:

START TIME:

DATE: *3/21/19*FINISH TIME: *800*

ITEM #	CHECKLIST DESCRIPTION	SPECIAL INSTRUCTIONS		NOTES/ACHIEVING (IF WORK IS NOT PERFORMED SO PROVIDED IN CHECKLIST)
		PERFORMED	NOT PERFORMED	
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	/		
4	Schedule work with operating personnel, as needed.	/		
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/		
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.	/		
7	Replace defective control safeties (as work order) found while performing preventive maintenance.		N/A	
				(TO BE PERFORMED DATE EACH INSPECTION SERVICE)
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.	/	N/A	
2	Check and clean all electrical contacts and pneumatic orifices.	/	N/A	
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.		N/A	
4	Check for bad indicator lights and gauges and replace as necessary.		N/A	
5	Test all controllers and set at proper set points.		N/A	
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.		N/A	

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

HVAC Control Panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: *Pr 07-01*
 LOCATION: *DRCC WCH 7882 Aged # 5316*

MECHANIC
SIGNATURE:
John W. Johnson

DATE: *3/21/18*

START TIME:
745

FINISH TIME: *800*

CHECKPOINT NUMBER	CHECKPOINT DESCRIPTION	PASSED (COMPLETED) YES / NO	SPECIAL INSTRUCTIONS		NOTES / ACTION
			NOTES	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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.	/			
4	Schedule work with operating personnel, as needed.	/			
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	/			
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.	/			
7	Replace defective control safeties (as work order) found while performing preventive maintenance.	/			
PROBLEMS FOUND DURING INSPECTION SERVICE					
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.	/			
2	Check and clean all electrical contacts and pneumatic orifices.	/			
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.	/			
4	Check for bad indicator lights and gauges and replace as necessary.	/			
5	Test all controllers and set at proper set points.	/			
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.	/			

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

HVAC

Contract

Panel

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
CHILLER CONTROL PANEL (ANNUAL)

ACTIVITY AND BLDG #: *Pr-017 -c1*LOCATION: *Barker West 7898 Asset # 5311*MECHANIC
SIGNATURE:*Tom Tamm*DATE: *3/21/19*

START TIME:

*800*FINISH TIME: *805*

ITEM # PROCEDURE	DESCRIPTION	SPECIAL INSTRUCTIONS	TASK COMPLETED		NOTES/ACHIEVEMENT
			YES	NO	
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	Read and understand the manufacturer's instructions before making any adjustments or calibrations.				
4	Schedule work with operating personnel, as needed.				
5	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.				
6	Ensure appropriate site personnel are notified that alarms that may result from testing and to disregard them until testing is completed.				
7	Replace defective control safeties (as work order) found while performing preventive maintenance.				
NOTES/PERFORMED DATE EACH INSPECTION SERVICE					
1	Clean and calibrate all controlling instruments (temperature and pressure transducers, etc.) in accordance with manufacturer's instructions and maintenance standard.				<i>NA</i>
2	Check and clean all electrical contacts and pneumatic orifices.				<i>NA</i>
3	Check pneumatic tubing for leaks or damage. Repair or replace as required.				<i>OK</i>
4	Check for bad indicator lights and gauges and replace as necessary.				<i>NA</i>
5	Test all controllers and set at proper set points.				<i>NA</i>
6	Check operating data and analyze for proper operation. Note unusual conditions such as compressor surge on maintenance log.				<i>NA</i>

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.
 Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service. 2012. *Public Buildings Maintenance Standards Final*. October 1.

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at ([Provide Link to OEM Manual/Asset Library](#))

Additional Notes:

HVAC *Ctrl* *Panel*

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #: *P-017-01*LOCATION/RM #: *Part m* WO# *7988* ASSET # *7391*MECHANIC
SIGNATURE: *Tor e*DATE: *3/1/18*START TIME: *0545*FINISH TIME: *0550*

ITEMS NUMBER	ITEMS/DEFINITION	TASKS/COMPLETION		NOTES/ACTIONS (DETAILED EXPLANATION)
		YES	NO	
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.		<input checked="" type="checkbox"/>	
2	Schedule and coordinate work with operating personnel.		<input type="checkbox"/>	
3	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.		<input type="checkbox"/>	
ITEMS PERFORMED AT EACH INSPECTION SERVICE				
1	Open and tag switch.	<input type="checkbox"/>		
2	Inspect visual condition of wiring. Look for evidence of overheating.	<input type="checkbox"/>		
3	Check for proper light operation.	<input type="checkbox"/>		
4	Test operation of automatic switches/ time clock/ photocells if applicable.	<input type="checkbox"/>		
5	Inspect light pole and mounting devices for deficiencies.	<input type="checkbox"/>		
6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	<input type="checkbox"/>		

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:

3 pc