

**REVIEWED**

By Michael Merchan at 1:28 pm, Jan 14, 2019

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
LIGHTING, OUTSIDE**

SITE AND BLDG #: VA039-02

MECHANIC  
SIGNATURE:*Andy Bile*

DATE:

*1-14-19*

LOCATION/RM #:

START TIME:

*9AM*

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA039-02	6891	7415		<i>N/A</i>			J-1502000-45 10-pc Flood Light, Pole Mounted Fluorescent	<i>Motor/Pool</i>
VA039-02	6891	7445		<i>N/A</i>			J-1502000-45 3-pc Double Light, Pole Mounted Aluminum Fluorescent	<i>Motor/Pool</i>

*Main Parking Lot*

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.	✓		
4	Test operation of automatic switches/ time clock/ photocells if applicable.		✓	N/A
5	Inspect light pole and mounting devices for deficiencies.	✓		

6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	✓		
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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:**



Main Parking lot lights  
are not functioning  
properly!

CM Needed