

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #: Alexandria VA002

**MECHANIC
SIGNATURE:** 

DATE: 8/6/20

LOCATION/RM #: exterior wo# 12525. **ASSET #** 1570

START TIME: 8:30.

FINISH TIME: 8:50

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	Schedule and coordinate work with operating personnel.	×		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	×		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect lighting contactor for pitting or arcing -report issues		n/a	
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.	×		
5	Inspect light pole and mounting devices for deficiencies.		n/a	
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:

this PM checklist is for the photocell