

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## LIGHTING, OUTSIDE

SITE AND BLDG #: Alexandria VA002

MECHANIC  
SIGNATURE: 

DATE: 9/16/20

LOCATION/RM #: exterior WO# 12648 ASSET # 1461

START TIME: 8:25

FINISH TIME: 8:35

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	✗		
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.	✗		
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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**

