

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**INTERIOR LIGHTING**

ACTIVITY AND BLDG #: VA701

MECHANIC  
SIGNATURE: 

DATE: 5-24-21

LOCATION/RM #: WO# 14102 ASSET # 3Y244

START TIME: 0900

FINISH TIME: 1600

| CHECK POINT                                       | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|--|---------------|----|---|
|   |  | YES           | NO |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 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. | ✓             |    |   |
| 2   | Replace bulbs where applicable. Note quantity of bulbs replaced. If lift is required, schedule accordingly.  | ✓             |    |   |
| 3   | Test light fixture. If light does not work, replace starters and/or ballasts as necessary.   | ✓             |    |   |
| 4   | Note and report any needed electrical repairs.   | ✓             |    |   |
| 5   | Properly dispose of any non-working bulbs and ballasts.  | ✓             |    |   |
| 6   | Clean up area and remove any trash.  | ✓             |    |   |

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:**

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY EXIT SIGNS AND WALL PACKS**

ACTIVITY AND BLDG #: VA701

MECHANIC  
SIGNATURE: 

DATE: 05-24-21

LOCATION/RM #: WO# 14102 ASSET # 3Y245

START TIME: 0900

FINISH TIME: 1600

| CHECK POINT                                | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|--|---|---------------|----|---|
|  |   | YES           | NO |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |   |               |    |   |
| 1  | Inspect for structural defects, note needed repairs   | ✓             |    |   |
| 2  | Push test buttons and observe light operation. Note any units that do not operate properly.- Report issues and open a CM ticket | ✓             |    |   |
| 3  | Clean exterior with dry cloth.  | ✓             |    |   |
| 4  | For Exit lights check for proper arrow direction.   | ✓             |    |   |
| 5  | Make and/or recommend any needed repairs.   | ✓             |    |   |

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To be performed by: General Maintenance Worker

**Additional Notes:**