

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**LIGHTING, OUTSIDE**

**SITE AND BLDG #: WV020-02**

**MECHANIC  
SIGNATURE:**

**DATE:**

**LOCATION/RM #:**

**START TIME:**

**FINISH TIME:**

| Site Location | WO # | Asset # | PM #       | Manufacturer | Model Number | Serial # | Asset Description                                                             | Asset Location |
|---------------|------|---------|------------|--------------|--------------|----------|-------------------------------------------------------------------------------|----------------|
| WV020-02      | 6481 | 7436    | PM-MO-7436 |              |              |          | J-1502000-45 2-pc Double Light, Pole Mounted Aluminum Metal Halide Time Clock |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION                                                                                                                                                           | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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.                                                                                                      |               |    |                                                                         |
| 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 description of the deficiency. To be performed by: General Maintenance Worker **Additional Notes:**