

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

SITE AND BLDG #: WV002-02

MECHANIC  
SIGNATURE: *Duddy Bird*

DATE: 3-12-19

LOCATION/RM #:

START TIME: 7:30 AM FINISH TIME: 4 PM

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description                                    | Asset Location    |
|---------------|------|---------|------|--------------|--------------|----------|--|-------------------|
| WV002-02      | 7599 | 7450    |      | <i>N/A</i>   |              |          | J-1502000-45 3-pc Flood Light, Pole Mounted Aluminum | <i>Motor Pool</i> |

| 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. | <input checked="" type="checkbox"/> |                                     |   |
| 2  | Schedule and coordinate work with operating personnel.   | <input checked="" type="checkbox"/> |                                     |   |
| 3  | Follow lock out/tag out procedures always. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.                            | <input checked="" type="checkbox"/> |                                     |   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |  |                                     |                                     |   |
| 1  | Open and tag switch.   | <input checked="" type="checkbox"/> |                                     |   |
| 2  | Inspect visual condition of wiring. Look for evidence of overheating.  | <input checked="" type="checkbox"/> |                                     |   |
| 3  | Check for proper light operation.  | <input checked="" type="checkbox"/> |                                     |   |
| 4  | Test operation of automatic switches/ time clock/ photocells if applicable.  |                                     | <input checked="" type="checkbox"/> | <i>N/A</i>  |
| 5  | Inspect light pole and mounting devices for deficiencies.  | <input checked="" type="checkbox"/> |                                     |   |
| 6  | For any noted deficiency, takes pictures and open corrective maintenance ticket.   | <input checked="" type="checkbox"/> |                                     |   |

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:**

