

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

**SITE AND BLDG #:** WV002-02

**MECHANIC**  
**SIGNATURE:**

*Andy B*  
**DATE:** 2.7.19

**LOCATION/RM #:**

**START TIME:** 7AM

**FINISH TIME:** 2PM

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description                                    | Asset Location    |
|---------------|------|---------|------|--------------|--------------|----------|--|-------------------|
| WV002-02      | 7325 | 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 |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |  |               |    |   |
| 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.                            | ✓             |    |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |  |               |    |   |
| 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.  | ✓             | ✓  | <i>N/A</i>  |
| 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:**

