

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
LIGHTING, OUTSIDE

SITE AND BLDG #: WV024-01

MECHANIC
SIGNATURE:

DATE: 3-4-19

LOCATION/RM #:

START TIME: 8AM

FINISH TIME: 12PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
WV024-01	7957	7411		N/A			J-1502000-44 9-pc Single Light, Pole Mounted Aluminum LED Time Clock	Parking lot
WV024-02	7578	7435		N/A			J-1502000-45 2-pc Double Light, Pole Mounted Aluminum LED	Motor pool

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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.		✓	N/A
5	Inspect light pole and mounting devices for deficiencies.	✓		

6	For any noted deficiency, takes pictures and open corrective maintenance ticket.	✓		
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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:**



Asset # 7435 -
 Light needs turned
 to shine over
 motor pool

CM Needed