

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## EMERGENCY EXIT SIGNS AND WALL PACKS

ACTIVITY AND BLDG #: **White Plains MD066**





MECHANIC  
SIGNATURE: 

DATE: **8/25/22**

LOCATION/RM #: **all bldgs.** WO# **18843** ASSET # **521-531**

START TIME: **8:15**

FINISH TIME: **8:30**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (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			this checklist is for the lights and wall packs on all buildings
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.			

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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**