

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

**SITE AND BLDG #:** KC1024-356      **MECHANIC SIGNATURE:** Jeff Cawie      **DATE:** 2/14/20

**LOCATION/RM #:**

**WO#** 2013 ASSET # 5255      **START TIME:**

**FINISH TIME:**

ITEM	DESCRIPTION	PERFORMED	NOT PERFORMED
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 at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	
4	Open and tag switch.	<input checked="" type="checkbox"/>	
5	Inspect visual condition of wiring. Look for evidence of overheating.	<input checked="" type="checkbox"/>	
6	Test operation of automatic switches/ time clock/ photocells if applicable.	<input checked="" type="checkbox"/>	
7	Inspect light pole and mounting devices for deficiencies.	<input checked="" type="checkbox"/>	
8	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:**