

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY EXIT SIGNS AND WALL PACKS**

**ACTIVITY AND BLDG #:** NY001 - 01      Main Building

**MECHANIC SIGNATURE:** *Christopher N Pothier* **DATE:** 5 - 7 - 19

**LOCATION/RM #:** Multiple **wo#** 3574 **ASSET #** 9073

**START TIME:**      **FINISH TIME:**

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.	X		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Inspect for structural defects, note needed repairs	X		
2	Push test buttons and observe light operation. Note any units that do not operate properly.	X		See Notes
3	Clean exterior with dry cloth.	X		
4	For Exit lights check for proper arrow direction.	X		
5	Make and/or recommend any needed repairs.	X		All units need new batteries

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:**

Units are lit by building power normally. Unit number 5 by the front door does not function at all. All other units are lit with external power.

Batteries are in varying stages of life, some work dimly some do not work at all. All units would need new batteries if done.