

**November checklist 2021**  
**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**EMERGENCY EXIT SIGNS AND WALL PACKS**

**ACTIVITY AND BLDG #:** ny024 15144 ————— 9809  
**LOCATION/RM #:** WO# 15145    **ASSET #** 9810

**MECHANIC** Ramon V  
**SIGNATURE:**

**DATE:** 11-4-2021

**START TIME:**

**FINISH TIME:**

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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. | ✓             |    | exit light ok   |
| TO BE PERFORMED AT EACH INSPECTION SERVICE |  |               |    |   |
| 1  | Inspect for structural defects, note needed repairs  | ✓             |    |   |
| 2  | Push test buttons and observe light operation. Note any units that do not operate properly.  | ✓             |    |   |
| 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 description of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**