

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

**SITE AND BLDG #:** **Gaithersburg MD013**

**MECHANIC  
SIGNATURE:** *[Signature]*

**DATE:** **6/15/22**

**LOCATION/RM #:** **MEP lot** **wo#** **18299** **ASSET #** **3Y262**

**START TIME:** **6:15**

**FINISH TIME:** **6:30**

| <b>CHECK<br/>POINT</b>                            | <b>CHECKPOINT DESCRIPTION</b>   | <b>TASK COMPLETE</b> |           | <b>NOTES/ ACTIONS<br/>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b>   |
|---|---|----------------------|-----------|---|
|   |   | <b>YES</b>           | <b>NO</b> |   |
| <b>SPECIAL INSTRUCTIONS</b>                       |   |                      |           |   |
| 1   | Schedule and coordinate work with operating personnel.  | ✓                    |           |   |
| 2   | Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work. | ✓                    |           |   |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |   |                      |           |   |
| 1   | Inspect lighting contactor for pitting or arcing -report issues   | ✓                    |           |   |
| 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.   | ✓                    |           |   |
| 5   | Inspect light pole and mounting devices for deficiencies.   | ✓                    |           |   |
| 6   | For any noted deficiency, takes pictures and open corrective maintenance ticket.  | ✓                    |           |   |

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:**