

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

**SITE AND BLDG #:** Gaithersburg MD013



**MECHANIC SIGNATURE:** 

**DATE:** 6/15/22

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

**START TIME:** 6:15

**FINISH TIME:** 6:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO		
SPECIAL INSTRUCTIONS					
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.	✓			
TO BE PERFORMED AT EACH INSPECTION SERVICE					
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 discription of the deficiency.

To be performed by: General Maintenance Worker

**Additional Notes:**