

Interior Lighting Inspection Sheets

These sheets are designed to ensure a complete annual inspection of your buildings' lighting issues. There is a sheet for the Building and one for each of your Relocatables. Please notice that steps have been provided for you to follow on these sheets. On the back of the PM sheet there is a place for you to list all lighting issues that are not bulb related. The basic steps are:

Turn on all power/switches to ensure that all lights have power.

Observe lighting checking for lights that are out or blinking. Replace lamps as needed.

Note any broken or damaged parts.

Note any noises emitted from ballasts.

Clean-up/remove debris/tools remaining as a result of action taken.

Note necessary repairs/replacements (except lamp replacement) to be established as separate WOs.

When you have completed your inspections and the checklist of repairs, please use the issues checklist to create separate work requests in Mpulse for each of your concerns (only electric issues not bulb replacement). Please start your Description Line with **PER LIGHT INSPECT** so that I know that these issues were found during your inspection.

Once you have finished with the inspection and entering your requests into Mpulse, please return the SIGNED AND DATED Scheduled Maintenance Forms to Courtney Lacey, Maintenance Department at Supporting Services.

If you have any questions, please feel free to give me a call.

Courtney Lacey
Work Order Specialist
Division of Supporting Services
Department of Maintenance
301-475-4256, Ext. 34104