

ASSET ID ' PLANT No.:		DATE :	
SITE ADDRESS:		QUU WORK ORDER:	

**Outcome / Purpose** – To ensure that all internal and external general building lights are safe and functioning and identify any faults and corrective works required.

### TASKS

- Notify QUU**– Notify QUU Control Room and relevant other QUU contacts of arrival on site.
- Building General Internal Lighting** – Carry out an inspection and test all building internal lighting to identify whether all internal building lights are functioning correctly and working. This includes the light switches, light fittings, bulbs, any sensors or timing mechanisms.
- Building General External Lighting** – Carry out an inspection and test all building external lighting to identify whether all external building lights are functioning correctly and working. This includes the light switches, light fittings, bulbs, any sensors or timing mechanisms.
- Photos** – Provide photos of any general building lighting items that are faulty or display damage or deterioration.
- Identify Faults and/or Corrective Works** – Identify all faults or damage requiring further corrective action.
- Additional Corrective Photos** – Provide photos of any additional corrective maintenance items listed.
- Building General Lights Form** – Complete the inspection and test form (FOR936) in full and attach any additional third party report by the service technician.
- Notify QUU**– Notify QUU Control Room and Relevant QUU Contacts that the Grounds Maintenance works are complete and any gates have been locked and of departure from site.

BUILDING GENERAL LIGHTING	Yes	No	N/A
1. Are all general internal building light switches working and functional?			
2. Are all general internal building lights and bulbs working?			
3. Are all general external building light switches working and functional?			
4. Are all general external building lights and bulbs working?			
5. Are all timers and Sensors working and functional?			
6. Have photos been taken of all faults, damage or deterioration to lights, bulbs, switches sensors and any other component of the general lighting system?			

ADDITIONAL CORRECTIVE WORKS	Yes	No	N/A
7. Are any additional Corrective Works required?			

### Corrective Works Required/ Sketch of Corrective Works Locations / Quantities /Additional Comments

Use the space below to provide details of any faults and additional corrective works identified including the quantity/extent of the work. Photos shall be provided for each items identified as needing corrective works.

### CORRECTIVE WORK PRIORITY

Low ☐ Medium ☐ High ☐

Photo 1 - Before	Photo 1 - After
Photo 2 - Before	Photo 3 - After
Photo - Additional Corrective	Photo - Additional Corrective

Technician Name (Print Name):	Date:
Signed:	Date: