

Common-Area Lighting Walk

Find every outage before a resident does. Interior by day, exterior at night, monthly. FixGrid standard: every outage fixed within 24 hours.

PROPERTY

BUILDING / LOCATION

DATE

PERFORMED BY

NEXT DUE

Section A. Interior (daytime)

AREA (STAIRS, HALLS, LOBBY, GARAGE, LAUNDRY, AMENITY)	FIXTURES OUT (COUNT)	FIXED NOW / TICKET # / SAME AS OPEN TICKET #

Section B. Exterior night walk

Start at least 30 minutes after sunset; start time: _____

AREA (ENTRIES, WALKWAYS, PARKING, POLES, SIGNAGE)	FIXTURES OUT (COUNT)	FIXED NOW / TICKET # / SAME AS OPEN TICKET #	UTILITY POLE? POLE ID / UTILITY REF #

#	Checks	DONE	DUE	OFF	N/A	NOTES
1	First night walk after each daylight-saving change: timers and photocells reset and correct	☐			☐	
2	Every outage is fixed, ticketed, or linked to an open ticket before the walk closes	☐				
3	Utility-owned pole out: reported to the utility within 24 hours, reference # recorded	☐			☐	
4	Annual light-meter readings at your fixed spots (stair landing, garage aisle, darkest spot in the lot, main entry), using a real light meter	☐	☐	☐		

☐ If Needs repair:

WHAT TO DO
24 hours for every outage. Parts on order: keep the ticket open as "waiting on parts" with a note.

INITIALS

SUPERVISOR REVIEW

DATE

