

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **TIME CLOCK, LIGHTING**

SITE AND BLDG #: DE007 B-1

**MECHANIC
SIGNATURE:**

[Handwritten Signature]

DATE: 07/19/22

LOCATION/RM #: **WO#** 18391 **ASSET #** 1485

START TIME: 0900

FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	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	Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.	/		
2	Check physical connections.Check wiring connections for tightness	/		
3	Verify the timeclock configuration, ensure proper operation.	/		
4	If applicable, check battery and replace as needed.	/		

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: