

REVIEWED

By Michael Merchan at 11:59 am, Feb 12, 2019

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

TIME CLOCK, LIGHTING

SITE AND BLDG #: NY023-123

LOCATION/RM #: 1001DMECHANIC
SIGNATURE:*Michael Wolfe* DATE: 2/11/19START TIME: 9:00 -FINISH TIME: 9:30

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-123	2367	9371					J-43 1-pc Time Clock Rm 1001	NOT IN LOCATION

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)	
		YES	NO	SPECIAL INSTRUCTIONS	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.		✓		
2	Follow lock out/tag out procedures always. 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.		✓		
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 \$200. If any repair is identified during PM and the cost of repair is found exceeding \$250 open a corrective maintenance (CM) ticket and include the cost of repair in the CM ticket. The technician shall perform the repair and include the cost of repair in the CM ticket.



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