

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST TIME CLOCK

SITE AND BLDG #: NY023-200

MECHANIC  
SIGNATURE:

*Wick Wolfe*

DATE:

*5/21/19*

LOCATION/RM #:


START TIME:

*7am*

FINISH TIME:

*2pm*

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description             | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|-------------------------------|----------------|
| NY023-200     | 3621 | 9490    |      |              |              |          | J-43 1-pc Time Clock Rm 1043I |                |

| CHECK POINT                                | CHECKPOINT DESCRIPTION   | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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. |               |    | no time clock<br>in room  |
| 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 \$250 (direct labor and direct found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photo performed by: General Maintenance Worker **Additional Notes:**

