

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
TIME CLOCK

SITE AND BLDG #: NY023-200

MECHANIC  
SIGNATURE:

DATE: 5/21/19

LOCATION/RM #:

START TIME: 7 am

FINISH TIME: 2 pm

| 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. |               |    | <i>No Time clock in Room</i>  |  |
| 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 materials). If any repair is identified during PM that exceeds \$250, the technician shall document the repair and find exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photo, and description of the repair. The technician shall also include the name of the technician who performed the repair and the date the repair was performed by: General Maintenance Worker **Additional Notes:**

