

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

SITE AND BLDG #: NY023-200

MECHANIC SIGNATURE:

knick welfe **DATE:** 8/5/19

LOCATION/RM #:


START TIME:

8am

FINISH TIME:

8:15a

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-200	4926	9490					J-43 1-pc Time Clock Rm 1043I	

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.		✓	NO ASSET HERE!
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) found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photo of work performed by: General Maintenance Worker **Additional Notes:**

