

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
PHONE CALL BOX

SITE AND BLDG #:NY023-206

**MECHANIC
SIGNATURE:**

DATE:

LOCATION/RM #:

START TIME: 7 am

FINISH TIME: 2 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-206	4676	9532					J-54 1-pc Phone Call Box	

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 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	Test the functioning of all intercom systems			
2	Inspect and test the operation of all intercom devices			
3	Check power supplies			
4	Verify that no compromise to devices has occurred (compromise of devices could be from building alterations, partitions, furniture or other obstacles)			

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct materials) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and

To be performed by: General Maintenance Worker

Additional Notes:



