

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST **PHONE CALL BOX**

SITE AND BLDG #: NY023-206

**MECHANIC
SIGNATURE:**

DEEN ROWE

DATE:

7/9/21

LOCATION/RM #: ENTRANCE

START TIME: 11AM

FINISH TIME: 1130AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY023-206	13909	9532	PM-SA-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	✓		Does not work
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 material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency.

To be performed by: General Maintenance Worker

Additional Notes:

* Phone Has NO POWER

