

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

**SITE AND BLDG #:** NY058-02

**MECHANIC SIGNATURE:** Deen Rowe

**DATE:** 2/27/21

**LOCATION/RM #:** Building 02

**START TIME:** 8am

**FINISH TIME:** 830am

| Site Location | WO #  | Asset # | PM #        | Manufacturer | Model Number | Serial # | Asset Description           | Asset Location |
|---------------|-------|---------|-------------|--------------|--------------|----------|-----------------------------|----------------|
| NY058-02      | 14071 | 10190   | PM-QT-10190 |              |              |          | J-43 1-pc Time Clock Rm 200 |                |

| 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. | ✓             | ✓  |   |
| 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 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:**

