

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

TIME CLOCK

SITE AND BLDG #: NY058-08

LOCATION/RM #:

MECHANIC
SIGNATURE:Mike Wolf DATE: 2/22/2019
START TIME: 8 am FINISH TIME: 2 pm

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-08	2238	10219					J-43 1-pc Time Clock Rm 801	

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 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 found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the work performed by: General Maintenance Worker **Additional Notes:**

