

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

SITE AND BLDG #: NY058-104

**MECHANIC
SIGNATURE**

Chris Wade

DATE:

8/1/19

LOCATION/RM #:

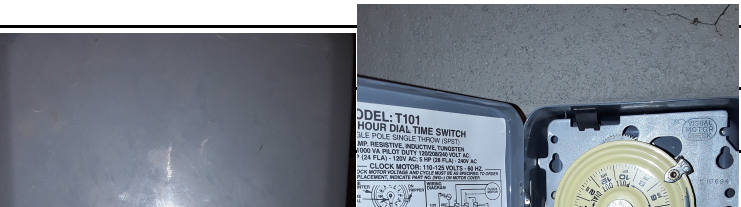
START TIME:

2:45 PM

FINISH TIME:

3 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
NY058-104	4811	10332					J-43 1-pc Time Clock - Interior Rm 149	

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.		N/A	
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:**

