

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

TIME CLOCK, LIGHTING

SITE AND BLDG #: NY058-104

LOCATION/RM #:

MECHANIC
SIGNATURE *Chris K. Wolf*

DATE: 8/1/19
DUE 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.		W/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). If the repair cost is found to be greater than \$250, the technician shall open a corrective maintenance (CM) ticket and include the Asset #, WO #, problem description, and the technician shall note the repair performed by: General Maintenance Worker **Additional Notes:**

