

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
TIME CLOCK, LIGHTING

SITE AND BLDG #: NY058-104

Rm # 149MECHANIC
SIGNATURE:

START TIME:

8 amDATE: 2/25/2019FINISH TIME: 2 pm

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|------|--------------|--------------|----------|--|----------------|
| NY058-104 | 2255 | 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. | | | | |
| 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 any repair is identified during PM and the cost is found exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photo, and description of the repair. The repair shall be performed by: General Maintenance Worker **Additional Notes:**

