

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

TIME CLOCK, LIGHTING

SITE AND BLDG #: KLY 050LOCATION/RM #: KAY

WO#

ASSET #

START TIME:

FINISH TIME:

MECHANIC SIGNATURE: W. Lane DATE: 8/14/19

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED	NOTES/ ACTIONS
		YES	NO
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.	<input checked="" type="checkbox"/>	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	<input checked="" type="checkbox"/>	
	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.	<input checked="" type="checkbox"/>	<u>CLEAN EXTER UGHT</u>
2	Check physical connections.	<input checked="" type="checkbox"/>	<u>FIX PLATE</u>
3	Verify the timeclock configuration, ensure proper operation.	<input checked="" type="checkbox"/>	
4	If applicable, check battery and replace as needed.	<input checked="" type="checkbox"/>	

Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. If 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:

ASSET # - W. LanePM-02-10021 - 4768PM-02-10022 - 4769