

Edit Circos

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**

TIME CLOCK, LIGHTING

SITE AND BLDG #:

149050

LOCATION/RM #:

WO#

ASSET #

START TIME:

FINISH TIME:

MECHANIC  
SIGNATURE: *John Vanover*

DATE: 3/20/2019

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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.	<i>Y</i>		
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.	<i>Y</i>		
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.	<i>Y</i>		<i>CLEAN CTR, LIGHT TURNER</i>
2	Check physical connections.	<i>Y</i>		
3	Verify the timeclock configuration, ensure proper operation.	<i>Y</i>		
4	If applicable, check battery and replace as needed.	<i>Y</i>		

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

*W-24 Asset #  
2212 - PM-021 - off  
2213 - PM-021 - off*