

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
TIME CLOCK, LIGHTING

SITE AND BLDG #: 44050 **LOCATION/RM #:** BAK **WO #:** 1302 **ASSET #:** 1 **MECHANIC SIGNATURE:** Johnstone **DATE:** 2/19/2020

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.	<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 REFERRED ATTACHMENT SERVICE		<input checked="" type="checkbox"/>		CLEAN EXIT LIGHT
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"/>		CLEAN EXIT LIGHT
2	Check physical connections.	<input checked="" type="checkbox"/>		FIXTURES
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. 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:

ASST H — W.O.H

PM 02-10021-7021
PM -02-10022-7022