

SITE AND BLDG #: 440116-07
LOCATION/RM #: 1306C
WO# 7112
ASSET # 10753
MECHANIC SIGNATURE: [Signature]
DATE: 2/29/2020
START TIME:
FINISH TIME:

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 at all times. 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.	☒		CLEAN EXITS LIGHT
2	Check physical connections.	☒		FIXTURES
3	Verify the timeclock configuration, ensure proper operation.	☒		
4	If applicable, check battery and replace as needed.	☒		

Note: The technician shall perform any remaining identified tasks.

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: