

EXT LIGHT

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
TIME CLOCK, LIGHTING

SITE AND BLDG #: 149024-208-209

MECHANIC SIGNATURE: [Signature]

DATE: 5/6/2015

LOCATION/RM #: _____ WO# _____ ASSET # _____

START TIME: _____ FINISH TIME: 5/7/2015

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.	Y		
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.	Y		
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.	Y		CLEAN EXT LIGHTS
2	Check physical connections.	Y		PIXTURES
3	Verify the timeclock configuration, ensure proper operation.	Y		
4	If applicable, check battery and replace as needed.	Y		

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:

WO# ASSET #
3637 → PM-WT-9693-BDOC 208
3638 → PM-WT-9697-BDOC 209