

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST TIME CLOCK, LIGHTING

SITE AND BLDG #: NY024 208 & 358
LOCATION/RM #: 209 ASSET # 209

MECHANIC
SIGNATURE: [Signature]

DATE: 11-28-2018
START TIME: 2:00 PM FINISH TIME: 2:30 PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IN 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.	/		
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.		X	
2	Check physical connections.	/		
3	Verify the timeclock configuration, ensure proper operation.		X	
4	If applicable, check battery and replace as needed.		✓	

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:

PM-05-9693 - EMERGENCY EXIT SIGN
PM-05-9697 - EMERGENCY EXIT SIGN
PM-05-9809 - EMERGENCY EXIT SIGN
PM-05-9810 - EMERGENCY EXIT SIGN