

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

TIME CLOCK, LIGHTING EXIT 5/19/11

SITE AND BLDG #: NY 024-356

MECHANIC SIGNATURE: [Signature]

DATE: NOVEMBER

LOCATION/RM #: ACC AREA WO#

ASSET # 9760

START TIME: 9:00 AM

FINISH TIME: 10: AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	NOTES/ ACTIONS (IF TASK COMPLETE 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.		☒		
2	Check physical connections.				
3	Verify the timeclock configuration, ensure proper operation.		☒		
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:

EMERGENCY EXIT LIGHT