

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

TIME CLOCK, LIGHTING

11-19-2018

SITE AND BLDG #: 107050-00001
 MECHANIC SIGNATURE: [Signature]
 DATE: NOVEMBER 2018

LOCATION/RM #: 10021
 ASSET #: 10022
 START TIME: 3:05 PM
 FINISH TIME: 3:15 PM

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.	/		
2	Check physical connections.	/		
3	Verify the timeclock configuration, ensure proper operation.	X	X	
4	If applicable, check battery and replace as needed.	X	X	ok

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-100-10021-EMERGENCY light wall dual light
 PM-100-10022-EMERGENCY light wall pack dual light