

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**TIME CLOCK, LIGHTING**

**SITE AND BLDG #:** KAY O. S **LOCATION/RM #:** KAY **WO#** 1302 **ASSET #** 1 **MECHANIC SIGNATURE:** W. D. C. **DATE:** 11/18/19  
**START TIME:** 10:00 AM **FINISH TIME:** 11:00 AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETED		NOTES/ ACTIONS (IF TASK COMPLETE IS 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.	✓		
	<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>			
1	Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner. Remove any dirt or grease build up.	✓		<u>CLEAN EXTR UGHT</u>
2	Check physical connections.	✓		<u>FIXTURE</u>
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:**

ASST #

W. D. C.

PK-07-10021-5770

PK-07-10022-5771