

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST TIME CLOCK, LIGHTING

SITE AND BLDG # NY 060

MECHANIC
SIGNATURE Dan Pappalardo

DATE: 11/15/18

LOCATION/BLDG # 144, 113

WO# 10336 ASSET # 10336

START TIME:

FINISH TIME:

CHECK # POINTS	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTION (If task completed, include date, time and sign initials)
		YES	NO	
SPECIAL INSTRUCTIONS				
1	In addition to the procedures outlined in this standard, the equipment manufacturer's recommended maintenance procedures and/or instructions 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.	☒		
THERE PERFORMED AT EQUIPMENT 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.	☒		
If any deficiencies are found, correct them and document material, cause, and the occurrence. For any deficiencies found				

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:

"24 Hour Dial Time Switch"