

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST TIME CLOCK, LIGHTING

SITE AND BLDG #: NY 116-01

MECHANIC SIGNATURE: *William*

DATE: 11/27/18

LOCATION/RM #: 16753

WO#

ASSET # 16753

START TIME: 1:00 PM

FINISH TIME: 1:10 PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		SPECIAL INSTRUCTIONS	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.		☒		
TO BE PERFORMED AT EACH INSPECTION SERVICE					
1	Clean timeclock using a soft lint-free cloth and spray bottle of glass cleaner.		☒		
2	Remove any dirt or grease build up.				
3	Check physical connections.	☒			
4	Verify the timeclock configuration, ensure proper operation.		☒		
	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 LIGHT