

TLE DISCONNECT CHECKLIST

For each of the below, initial/date each line to show you did that request for each location you are at doing a TLE disconnection:

- Before starting, determine if new lifts, Air stations, Evacs and Mobile Drains and Evacs are ON-SITE. Immediately, Contact Tony if any new equipment is missing.
- Assemble, test and train TLE techs on usage of Mobile (roll around) Evacs and Drains. _____
- Drain all grease and oil lines from lift(s)/mezzanine _____
- Cut back/remove grease line and/or cap off _____
- Disconnect all air and oil lines _____
- Remove all air and oil lines from lift(s)/mezzanine _____
- Disconnect/detach EuroVac line(s) from lift/mezzanine _____
- Disconnect Canister Vacuum(s) and place on floor. Verify if vacuums will be permanently removed, (If so, delete power wires to junction box and cap off wires.) _____
- Disconnect Computer Kiosk(s) and place on floor _____
- If there is a waste oil pump, remove and give to ACCM to put in compressor room for a spare as they will not need this. _____
- Any extra air lines should be removed. _____
- We NEVER shut down the entire shop.
- Electrical should be left **connected** to LIFT unless otherwise noted in work order. (Lift installers need for removal) _____
- Cameras should be removed already but if not, disconnect and give cameras to ACCM – do not leave hanging, Coil camera wiring up to ceiling. _____
- (NEVER CUT CAMERA OR DATA CABLES)
- Computer data lines should be removed/relocated by Telaid, but if not call Tony, Rodney or Brandon to see what we should do. _____
- Picture of all breakers that are shut off, with Tape/Marking showing this is Off. _____
- Tape/Marking on each line that was disconnected air/water/oil/etc. _____

- Confirm if the OFC/Tire changers/Balancers will need to be moved. _____
- Confirm if the reels will need to be moved in the ceiling. _____
- Confirm if the store has a (working) scissor lift. _____

(Needs to be a hands-on check of lift.)

- Must fill out the Materials Needed sheet for the reconnect. _____

(This is for Pre-Delivery of Materials for job. Will need an accurate estimate of Pipe, Fittings & Valves needed to complete job.)

- **MUST CALL IN TO OME AND GO THROUGH THIS CHECKLIST BEFORE LEAVING THE SITE...**Name of who spoken to. _____

➤ You are held responsible for any/all things not done when on a disconnection. If any other tech needs to complete your work at OME's cost this will directly affect your pay.

Your Signature

ACCM/Service Manager's (only these two can sign) Signature