





# PREVENTIVE MAINTENANCE CHECKS AND SERVICES ROSTER

## INSTRUCTIONS

1. APPLICATION. Preventive Maintenance Checks and Services Roster (PMCS) must be systematically scheduled, performed and recorded.
2. METHOD OF SCHEDULING. The responsibility for scheduling all required second EOM and higher PCMS rest with the equipment officer, equipment chief, or appointed individual or individuals. Schedule required second EOM and higher per the appropriate commodity chapter of TM-4700-15/1.
3. Schedule all equipment and separate attachments per the equipment commodity chapter of TM-4700-15/1.
4. Prepare the NAVMC 10561 per TM-4700-15/1.
  - a. In the "MODEL/USMC NO." block, enter the type of equipment and serial number.
    - (1) Schedule and conduct items of equipment with more than one TAMCN concurrently; for example, end item and attachment. The attachment being scheduled one line below the end item.
    - (2) Skip a line between different types of equipment.
5. Maintain current (active) copies of NAVMC 10561 in the administrative office of the equipment custodian or as directed by the commanding officer.
6. Retain the NAVMC 10561 that has all required PMCS completed for a minimum of 1 year and may then be destroyed except for equipment requiring a biennial PMCS. In those instances retain the NAVMC 10561 for two years and then may be destroyed. Units possessing a limited quantity of equipment may relist items for subsequent years on the same NAVMC 10561. Units using an automated system may retain printouts in lieu of NAVMC 10561.

## NOTE

To allow an end item and its attachment; for example, end item and attachment to maintain a matched schedule, an end item may have its attachment listed on the following line.

- b. In the YEAR block, enter the calendar year.
- c. In the MONTH block, enter appropriate symbol listing completed PMCS and rescheduled the next PMCS. Use ink for completed PMCS and pencil for scheduled PMCS. Do not erase pencil entries made before the completion PMCS.
  - (1) For PMCS completed during the month scheduled trace over the symbol in ink and schedule the next PMCS in pencil.
  - (2) For PMCS completed during a month other than that originally scheduled, enter the symbol in ink for the month the PMCS was actually completed and schedule the next PMCS in pencil.
- d. In the REMARKS block, enter justification for any PMCS completed during a month other than that originally scheduled.

## LEGEND

- B = Biennial PMCS. Record the completed biennial PMCS in ink and schedule the next PMCS in pencil.
- A = Annual PMCS. Record the completed annual PMCS in ink and schedule the next PMCS in pencil.
- Q = Quarterly PMCS. Record the completed quarterly PMCS in ink and schedule the next PMCS in pencil.
- H = Hourly PMCS. Record the completed hourly PMCS in ink and schedule the next PMCS in pencil.
- M = Mileage PMCS. Record the completed mileage PMCS in ink and schedule the next in pencil.
- P = Pre-Fire Inspection. Record the completed pre-fire inspection in ink and schedule the next PMCS in pencil.