

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FILTER REPLACEMENT**

**SITE AND BLDG #:** Schenectady 060  
building  
**LOCATION/RM #:** WO# 14410

**MECHANIC SIGNATURE:**   
**DATE:** 9/8/2021  
**START TIME:** 0830 **FINISH TIME:** 1400

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Check, clean, and/or replace filters as required.	✓		
2	Initial and Date Filter (if disposable)	✓		
3	Initial and Date Yellow Maintenance Tag (if applicable)	✓		
ASSET #	SIZE	QTY		NOTES/ ACTIONS
190917-346	20x20x2	6		
190917-371	20x20x2	6		
190917-379	20x30x2	1		
190917-396	18x24x2	1		
190917-397	14x20x2	1		
190917-398	18x24x2	1		
190917-399	18x24x2	1		
190917-400	18x24x2	1		
190917-401	14x20x2	1		
190917-402	14x20x2	1		
190917-403	14x20x2	1		
190917-404	18x24x2	1		
190917-405	18.5x25.5x2	1		
190917-406	20x30x2	1		
190917-407	18x24x2	1		
190917-408	14x20x2	1		
190917-409	14x20x2	1		

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 Technician

**Additional Notes:**