

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: Gaithersburg MD013

MECHANIC
SIGNATURE:



DATE

LOCATION/RM #: bldg 2 wo# 12942

START TIME:

10:10

FINISH TIME

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE REASON)
		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

Record Size :

16x24x1

1



NOTE : Any AHU with outside air -Filter gets replaced Quarterly