

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FILTER REPLACEMENT**

MECHANIC  
SIGNATURE:



12/6/2021

DATE: 12/20/2021

SITE AND BLDG #: Schenectady 060

LOCATION/RM #: site WO# 

START TIME: 0900

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	
10422	20x20x2	8		
10422	20x20x4	8		
10422	16x20x2	8		
10423	20x20x2	4		
190917-353	8.875x42.125x1	1		
190917-354	8.875x42.125x1	1		
190917-355	8.875x42.125x1	1		
190917-346	20x20x2	6		
190917-371	16x20x2	4		
190917-371	20x20x2	2		
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	18x24x2	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: