PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: Rockville MD021

MECHANIC SIGNATURE:

DA

LOCATION/RM #: various WO# 13190

START TIME: 8:00

FINISH T

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROV
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
2105	Record Size : various sizes	74	
2109	8x44x1	1	
2110	2) 16x20x4, 4)20x25x2	6	
2112	cleanable filter	2	
	NOTE : Any AHU with outside air -Filter gets replaced Quarterly		