

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: VA701-01

**MECHANIC
SIGNATURE:** Richard Walker

DATE: 02/10/2021

LOCATION/RM #: Throughout WO#13338

START TIME: 8am **FINISH TIME:** 4pm

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	
	Record Size :			
3y399	20x20x1	1		
3y400	14 3/4X20x1	1		
3y401	10x10x1	1		
3y402	10x10x1	1		
3y403	10X14 5/8X1	1		
3y404	14 3/4X20X1	1		
3y405	10x10x1	1		
3y406	14 5/8X20X1	1		
3y407	20x20x1	1		
3y408	7 5/8X14 5/8X1	1		
NOTE : Any AHU with outside air -Filter gets replaced Quarterly				
All other filters get replaced annually But inspected Quarterly				

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: