

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST


SITE AND BLDG #:	White Plains MD066		
LOCATION/RM #:	throughout bldgs	WO#	15217/15340

[Signature]

DATE: 10/20/21

START TIME: 8:30

FINISH TIME: 1:30

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
101-166	Record Size : 18x18	65		all filters changed & dated
176	20x25x2	6		
186	20x20x4	12		
286	cut to fit	2		
287	18x18	2		
288	3) 20x20x2 3) 16x20x2	6		
321	12x12	4		
325	16x22x1	2		
				
	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: