

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

**SITE AND BLDG #:** **White Plains MD066**

**MECHANIC SIGNATURE:** 

**DATE:** **4/22/21**

**LOCATION/RM #:** **see notes** **WO#**

**17916** **17196**

**START TIME:** **8:00**

**FINISH TIME:** **1:30**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
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 : <b>18x18</b>	65		
176	<b>20x25x2</b>	6		
186	<b>20x20x4</b>	16		
286	<b>20x20x2</b>	4		
287	<b>filters cut to fit</b>	2		
288	<b>20x20x2 + 16x20x2</b>	3+3		
321	<b>24x16x2</b>	2		
325	<b>20x25x1</b>	1		
				
				
	<b>NOTE : Any AHU with outside air -Filter gets replaced Quarterly</b>			
	<b>All other filters get replaced annually But inspected Quarterly</b>			

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:**