PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: Schenectady 060

MECHANIC SIGNATURE: DATE: 3/15 - 3/18 2021

LOCATION/RM #: building WO#

START TIME: 0900 FINISH TIME: 1500

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE YES	TASK COMPLETE NO	NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
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	
10507	18.5x25.5x2	1	
10423	20x20x2	4	
190917-346	20x20x2	6	
10506	20x20x2	2	
10506	16x20x2	4	

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: