


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FILTER REPLACEMENT

8/21/2023  
8/23/2023  
9/6/2023

SITE AND BLDG #: **Schenectady 060**  
LOCATION/RM #: **site** WO# 

MECHANIC SIGNATURE:  DATE:   
START TIME: **0800** FINISH TIME: **1500**

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
190917-346	20x20x2	6		
190917-353	8.875x42.125x1	1		
190917-354	8.875x42.125x1	1		
190917-355	8.875x42.125x1	1		
190917-371	16x20x2	4		
190917-371	20x20x2	2		
190917-378	18.5x25.5x2	1		
190917-379	20x30x2	1		
190917-380	20x30x2	1		
190917-381	18.5x25.5x2	1		
190917-382	18x24x2	1		
190917-383	18x24x2	1		
190917-384	20x30x2	1		
190917-385	20x30x2	1		
190917-386	18x24x2	1		
190917-387	18.5x25.5x2	1		
190917-388	18.5x25.5x2	1		

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: