

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

**SITE AND BLDG #:** **Saugerties 128**

**MECHANIC  
SIGNATURE:**

**9/1/2021  
9/22/2021**

**LOCATION/RM #:** **mechanical** **WO#** 

**START TIME:**

**FINISH TIME:**

| <b>CHECK<br/>POINT</b>                            | <b>CHECKPOINT DESCRIPTION</b>                           | <b>TASK COMPLETE</b> |           | <b>NOTES/ ACTIONS<br/>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</b> |
|---|---|----------------------|-----------|---|
|   |   | <b>YES</b>           | <b>NO</b> |   |
| <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) |                      |           |   |
| <b>ASSET #</b>                                    | <b>SIZE</b>   | <b>QTY</b>           |           | <b>NOTES/ ACTIONS</b>   |
| 10794   | 24x24x2   | 1                    |           |   |
| 10794   | 24x12x2   | 1                    |           |   |
| 10794   | 24x24x4   | 1                    |           |   |
| 10794   | 24x12x4   | 1                    |           |   |
| na  | 24x20x2   | 2                    |           | Ahu2  |
| na  | 24x24x2   | 2                    |           | Ahu2  |
| na  | 24x20x4   | 2                    |           | Ahu2  |
| na  | 24x24x4   | 2                    |           | Ahu2  |
| na  | 20x24x2   | 4                    |           | ahu1  |
| na  | 20x24x4   | 4                    |           | ahu1  |
| na  | 12x24x2   | 12                   |           | ahu1  |
| na  | 12x24x4   | 12                   |           | ahu1  |
| 10874   | 20x20x2   | 4                    |           |   |
| 10874   | 20x16x2   | 4                    |           |   |
| 10871   | 16x25x4   | 1                    |           |   |
| 10870   | 20x16x2   | 2                    |           |   |
| 10870   | 16x16x2   | 2                    |           |   |

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:**