

# PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

**SITE AND BLDG #:** Pa 166-C1

**MECHANIC SIGNATURE:** 

**DATE:** 8-20-19

**LOCATION/RM #:** Mech

**START TIME:** 8:30

**FINISH TIME:** 8:40

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
Parbs	1018	31-17	10a	None			Air Handler	Mech

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDED EXPLANATION)
		YES	NO	
1	Check, clean, and/or replace both internal and external filters as necessary.	<input checked="" type="checkbox"/>		
2	Label and Date Filter	<input checked="" type="checkbox"/>		
3	Did YELLOW Maintenance Tag get Initialed	<input checked="" type="checkbox"/>		Make sure YELLOW Maint Tag is initialed on Asset
3	Did all High Asset Filters get Changed	<input checked="" type="checkbox"/>		

Qty	Size	NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDED EXPLANATION)	
		YES	NO
3	16x20x2		
12	20x25x2		

**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: GMW Additional Notes: