

CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

(To be completed by the Contractor and saved in the Contractor's CMMS)

Facility/Building: Palace 02 Date of Visit: 5-29

Contractor Personnel on Site:

1. Dominic Stango
2. _____
3. _____
4. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

1. asset # 3576 does not exist
2. _____
3. _____
4. _____
5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Dominic Stango Date: 5-29-19

Signed: _____

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: _____ Date: _____

Signed: _____

E-Mail: _____

CERTIFICATION OF WORK
PREVENTIVE MAINTENANCE

(To be completed by the Contractor and saved in the Contractor's CMMS)

Facility/Building: PALM-02 Date of Visit: 5-29

Contractor Personnel on Site:

- 1. Dominic Stango
- 2. _____
- 3. _____
- 4. _____

Work Performed:

Preventive Maintenance - Services Completed (Annual, Quarterly, Monthly, equipment identification, etc.)

- 1. AS504 at 3376 does not exist
- 2. _____
- 3. _____
- 4. _____
- 5. _____

CERTIFICATION OF WORK

To be signed by the Contractor:

Print Name: Dominic Stango Date: 5-29-19

Signed: _____

To be signed by Facility Manager:

By signing the Certification of Work, the said government representative signature does not constitute acceptance of any work performed by the contractor, it only acknowledges that the contractor was on-site during the identified timeline:

Print Name/Rank: _____ Date: _____

Signed: _____

E-Mail: _____

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

DOMESTIC HOT WATER HEATER - GAS

MECHANIC SIGNATURE

START TIME

DATE

FINISH TIME

HTF AND BISH: W

10-16-02 8693 ASSET # 7015

ITEM #	DESCRIPTION	STATUS
1	Inspect to the manufacturer's instructions for the unit. The required maintenance schedule should be strictly followed.	✓
2	Follow back checking and procedures as all times. (Examine or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work)	✓
3	Use caution when working with natural gas. Do not use any tools (wrench, etc.) that could be a source of fire.	✓
4	Do not allow any open flames around equipment.	✓
5	Attach drain hose. Examine several gallons from tank to remove sediment.	✓
6	Examine the operation of safety valve. Check for corrosion around valve. Verify the safety valve is in place. Remove that no permanent are in area of relief.	✓
7	Examine the operation of safety valve. Check for corrosion around valve. Verify the safety valve is in place. Remove that no permanent are in area of relief.	✓
8	Examine the operation of safety valve. Check for corrosion around valve. Verify the safety valve is in place. Remove that no permanent are in area of relief.	✓
9	Examine the operation of safety valve. Check for corrosion around valve. Verify the safety valve is in place. Remove that no permanent are in area of relief.	✓
10	Examine the operation of safety valve. Check for corrosion around valve. Verify the safety valve is in place. Remove that no permanent are in area of relief.	✓

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 Worker

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

AIR HANDLER

MECHANIC

SIGNATURE: *[Signature]*

DATE: 5-29-19

FINISH TIME: 2:15

START TIME: 2

LOCATION/ROOM # 412

WO# 8719

ASSET # 3109

SITE AND BLDG #

CHECK POINT DESCRIPTION	COMPLETION	
	YES	NO

1	In addition to the procedure outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	☒	
2	Remove power at Drive or at Breaker Panel. Verify with tester or meter that power has been removed. Install lock out tag out if servicing alone or in confined space for safety precautions.	☒	

1	Check fan blades and moving parts for cracks and excessive wear.	☒	
2	Check running motor amperatures on all three phases (record in note column) notice L1, L2, and L3 amp draws.	☒	L1 23 L2 24 L3 25

3	Tighten all electrical connections/plugs to proper torque.	☒	
4	If unit is a multi-zone air handler, then check each individual zone damper and associated controls.	☒	

5	Check bearing collar set screws on fan shaft to make sure they are tight.	☒	
6	Check filters for dirt accumulations, replace as necessary. Check belt, repair or replace as necessary.	☒	

7	Check damper actuators and linkage for proper operation. Adjust linkage on dampers if out of alignment.	☒	
8	Lubricate mechanical bearings and connections sparingly.	☒	

9	Clean coils by brushing, blowing, vacuuming, or pressure washing.	☒	
10	Check coils for leaking, tightness of fittings.	☒	

11	Use fin comb to straighten coil fins.	☒	
12	If applicable, clean strainer (annually).	☒	

13	Flush and clean condensate pans and drains, remove all rust prepare metal and paint. Hose down coils and drain pans and wash with an appropriate EPA approved solution approved solution. Treat condensate pans with an EPA approved biocide.	☒	NA
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14	Check belts for wear and cracks, adjust tension or alignment. Replace belts when necessary. Multi-belt drives shall only be replaced with matched sets.	☒	
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15	Check rigid couplings for alignment on direct drives, and for tightness of assembly. Check flexible couplings for alignment and wear.	☒	
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16	Check and test freestat for proper operation.	☒	
17	Vacuum interior of unit.	☒	

18	Check filter doors and access doors for proper gasketing and air leaks. Correct as necessary.	☒	
19	Lubricate fan shaft bearings while unit is running. Add grease slowly until slight bleeding is noted from the seals. Do not over lubricate. Remove old or excess lubricant.	☒	

20	Clean up work area.	☒	
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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: HVAC Technician

Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Filter Replacement

SITE AND BLDG #: Pa 166-07 MECHANIC SIGNATURE: [Signature] DATE: 5-20
LOCATION/RM #: 607008 START TIME: 1:00 FINISH TIME: 1:30

Site Location	WO #	Asset #	PM #	Manufac turer	Model Number	Serial #	Asset Description	Asset Location
	8798	3418		Case	165		2000 119 01	

CHECK POINT	CHECKPOINT DESCRIPTION	YES NO		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
		TO BE PERFORMED AT EACH INSPECTION SERVICE		
1	Check, clean, and/or replace both internal and external filters as necessary.	☒	☐	
2	Label and Date Filter	☒	☐	Make sure YELLOW Maint Tag is initialed on Asset
3	Did YELLOW Maintenance Tag get Initialed	☒	☐	
3	Did all High Asset Filters get Changed	☒	☐	
Qty	Size			
4	20 X 20 X 2			

... shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence. For any deficiencies (COM) ticket and include the Asset #, WO #, photos, and a detailed description of the deficiency. To be

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Filter Replacement

SITE AND BLDG #: PA 166-92 MECHANIC SIGNATURE: [Signature] DATE: 5-29-91

LOCATION/RM #: MECH START TIME: FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
	8798	3425		Tiame			Engine	

CHECK POINT	CHECKPOINT DESCRIPTION		TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	TO BE PERFORMED AT EACH INSPECTION SERVICE		YES	NO	
1	Check, clean, and/or replace both internal and external filters as necessary.		☒	☐	
2	Label and Date Filter		☒	☐	
3	Did YELLOW Maintenance Tag get Initialed		☒	☐	Make sure YELLOW Maint Tag is initialed on Asset
3	Did all High Asset Filters get Changed		☐	☐	
Qty	Size				NOTES/ ACTIONS OF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION
1	16x25x1				

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:**

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Filter Replacement

SITE AND BLDG #: Pa 16207

MECHANIC
SIGNATURE: [Signature]

DATE: 5-29-99

LOCATION/RM #: WDCN

START TIME: 10

FINISH TIME: 10:05

Site Location	WO #	Asset #	PM #	Manufac turer	Model Number	Serial #	Asset Description	Asset Location
	8798	3426		16mm			furnace	

CHECK POINT	CHECKPOINT DESCRIPTION		TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	TO BE PERFORMED AT EACH INSPECTION SERVICE		YES	NO	
1	Check, clean, and/or replace both internal and external filters as necessary.		✓		
2	Label and Date Filter		✓		
3	Did YELLOW Maintenance Tag get Initialed		✓		Make sure YELLOW Maint Tag is initialed on Asset
3	Did all High Asset Filters get Changed		✓		
Qty	Size				NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
1	16 X 25 X 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: GMW Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Filter Replacement

SITE AND BLDG #: PO 166-51

LOCATION/RM #: 100D

MECHANIC
SIGNATURE: [Signature]

DATE: 8-29-01

START TIME:

FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
	6744	3440					note: up air	

CHECK POINT	CHECKPOINT DESCRIPTION		TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
			YES	NO	
1	Check, clean, and/or replace both internal and external filters as necessary.		☒	☐	
2	Label and Date Filter		☒	☐	
3	Did YELLOW Maintenance Tag get Initialed		☒	☐	Make sure YELLOW Maint Tag is initialed on Asset
3	Did all High Asset Filters get Changed		☐	☐	
Qty	Size				NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	washable				

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Filter Replacement

SITE AND BLDG #: PO 166-01 MECHANIC SIGNATURE: [Signature] DATE: 8-28-0
 LOCATION/RM #: 800D START TIME: FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
	8744	2440					note 421	

CHECK POINT	CHECKPOINT DESCRIPTION		TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
	TO BE PERFORMED AT EACH INSPECTION SERVICE		YES	NO	
1	Check, clean, and/or replace both internal and external filters as necessary.		☒	☐	
2	Label and Date Filter		☒	☐	
3	Did YELLOW Maintenance Tag get Initialed		☒	☐	Make sure YELLOW Maint Tag is initialed on Asset
3	Did all High Asset Filters get Changed		☐	☐	
Qty	Size				NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO. PROVIDE EXPLANATION)
	washable				

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST HOT AIR FURNACE

ACTIVITY AND BLDG #:

Pal 16-01

MECHANIC
SIGNATURE:

[Signature]

DATE: 5-29-19

LOCATION: 600 West 84th Asset # 2440

START TIME: 8

FINISH TIME: 8:10

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTIONS
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	☒	☐	
2	Review manufacturer's instructions.	☒	☐	
3	Schedule shutdown with operating personnel.	☒	☐	
4	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒	☐	
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Remove furnace ends and access panels if applicable.	☒	☐	
2	Check the fire box liner or refractory for cracks and leaks.	☒	☐	
3	Check smoke stack for obstructions, leaks, etc.	☒	☐	
4	Clean bottom of smoke stack (breaching).	☒	☐	
5	Clean all fans and motors.	☒	☐	
6	Check operation of controls and safeties.	☒	☐	
7	Lubricate as required.	☒	☐	
8	Check and clean plenum (clean cooling coils and check for leaks, if equipped.)	☒	☐	
9	Replace furnace and access panels ends if removed.	☒	☐	
10	Check all motors, belts, pulleys, shafts, etc. for alignment.	☒	☐	
11	Treat all rusted areas with rust inhibitor and touch up paint.	☒	☐	
12	Remove lock outs and tags. Restore fuel and power supply.	☒	☐	

Note: The Contractor shall perform any repairs identified during PM up to \$250 (direct labor and direct material cost) per PM occurrence.

Checklist compiled in accordance with:

- General Services Administration (GSA) Public Building Service, 2012. *Public Buildings Maintenance Standards Final October 1.*

- Original equipment manufacturers (OEM) documentation for exact or similar assets, which can be located at (Provide Link to OEM Manual/Asset Library)

Additional Notes:

SITE AND

LOCATION

Site
Location

CHECK
POINT

1	C
2	L2
3	Di
3	Di

Qty

The total
exceed
by

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: Pal 66-01 MECHANIC SIGNATURE: [Signature] DATE: 5-29-19
 LOCATION/ROOM #: Mech WO# 8812 ASSET # 6934 START TIME: 8:25 FINISH TIME: 8:30

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES / ACTIONS
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	☒	☐	
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	☒	☐	
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten eggs) that could be a natural gas leak.	☒	☐	
4	Do not allow any open flames around equipment.	☒	☐	
JOB PERFORMED AT EACH INSPECTION SERVICE				
1	Attach drain hose. Drain several gallons from tank to remove sediment.	☒	☐	
2	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge.	☒	☐	
3	Check all connections - electric, gas and water. Tighten as necessary.	☒	☐	
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.	☒	☐	
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	☒	☐	
6	Clean sight glasses on tanks.	☒	☐	
7	Clean strainer, check condition of traps. Report and repair leaks.	☒	☐	
8	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	☒	☐	
9	If applicable, Remove and inspect Anode, replace if necessary.	☒	☐	
10	Clean up work area and remove trash.	☒	☐	

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 Worker
Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST DOMESTIC HOT WATER HEATER - GAS

SITE AND BLDG #: Pa 1660 DATE: 5-29-19
 LOCATION/ROOM #: MCHN WO# 8612 ASSET 6930 MECHANIC SIGNATURE: [Signature] START TIME: 8:25 FINISH TIME: 8:30

CHECK POINT	CHECK POINT DESCRIPTION	TASK COMPLETED		NOTES / ACTIONS
		YES	NO	
1	In addition to the procedure(s) outlined in this standard, the equipment manufacturer's recommended maintenance procedure(s) and/or instruction(s) shall be strictly adhered to.	✓		
2	Follow lock out/tag out procedures at all times. De-energize or discharge all hydraulic, electrical, mechanical, or thermal energy prior to beginning work.	✓		
3	Use caution when working with natural gas fired equipment. Be aware of any smells (rotten egg) that could be a natural gas leak.	✓		
4	Do not allow any open flames around equipment.	✓		
TO BE PERFORMED AT EACH INSPECTION SERVICE				
1	Attach drain hose. Drain several gallons from tank to remove sediment.	✓		
2	Manually check operation of safety valve. Check for corrosion around valve. Verify the safety valve inspection tag is in place. Ensure that no personnel are in area of relief piping discharge.	✓		
3	Check all connections - electric, gas and water. Tighten as necessary.	✓		
4	Check operation and setting of aquastat. Check hot water temperature with dial thermometer, and set aquastat at minimum value required for all uses.	✓		
5	Drain storage and expansion tanks, and flush to remove sediment, scale, and solid at bottom of tank.	✓		
6	Clean sight glasses on tanks.	✓		
7	Clean strainer, check condition of traps. Report and repair leaks.	✓		
8	Clean pump, controls, switches, and starters. Check operation of pump and condition of pump seal or packing, and replace as required.	✓		
9	If applicable, Remove and inspect Anode, replace if necessary.	✓		
10	Clean up work area and remove trash.	✓		

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 Worker
 Additional Notes:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Filter Replacement

MECHANIC SIGNATURE: [Signature] DATE: 5-22
START TIME: 1:10 FINISH TIME: 1:10

SITE AND BLDG #: Do 186 07
LOCATION/RM #: 600000

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
	8798	3418		4451001			POW-LIP-01	

CHECKPOINT DESCRIPTION TO BE PERFORMED AT EACH INSPECTION SERVICE

TASK COMPLETE
IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION

YES NO

CHECK POINT	1	2	3	3
Check, clean, and/or replace both internal and external filters as necessary.	☒	☒	☒	
Label and Date Filter				
Did YELLOW Maintenance Tag get Initialed				
Did all High Asset Filters get Changed				

Make sure YELLOW Maint Tag is initialed on Asset

NOTES/ACTIONS
IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION

Qty

Size

20X70X7

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Filter Replacement

SITE AND BLDG #: 50166-02 MECHANIC SIGNATURE: [Signature] DATE: 5-20-04

LOCATION/RM #: MECH START TIME: FINISH TIME:

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
	8798	7425		11200			CAV1000	

CHECK POINT	CHECKPOINT DESCRIPTION		TASK COMPLETE		NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO FURTHER DESCRIPTIONS)
	TO BE PERFORMED AT EACH INSPECTION SERVICE		YES	NO	
1	Check, clean, and/or replace both internal and external filters as necessary.		☒	☐	
2	Label and Date Filter		☒	☐	
3	Did YELLOW Maintenance Tag get Initialed		☒	☐	Make sure YELLOW Maint Tag is initialed on Asset
3	Did all High Asset Filters get Changed		☐	☐	
Qty	Size				NOTES/ACTIONS (IF TASK COMPLETE IS CHECKED NO FURTHER DESCRIPTIONS)
	16x25x1				

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:

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Filter Replacement

SITE AND BLDG #: Pa 1607 MECHANIC SIGNATURE: [Signature] DATE: 5-26-19

LOCATION/RM #: mechan START TIME: 10 FINISH TIME: 10:05

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
	8798	3426		1600			160000	

CHECK POINT	CHECKPOINT DESCRIPTION		TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	TO BE PERFORMED AT EACH INSPECTION SERVICE		YES	NO	
1	Check, clean, and/or replace both internal and external filters as necessary.		✓		
2	Label and Date Filter		✓		
3	Did YELLOW Maintenance Tag get Initialed		✓		Make sure YELLOW Maint Tag is initialed on Asset
3	Did all High Asset Filters get Changed		✓		
Qty	Size				NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
1	16 X 25 X 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: **GMW Additional Notes:**