

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST Filter Replacement

SITE AND BLDG #: Pa193

MECHANIC
SIGNATURE: 

DATE: 8-15-19

LOCATION/RM #: 8

START TIME: 8'

FINISH TIME: 8:05

Site Location	WO #	Asset #	PM #	Manufac turer	Model Number	Serial #	Asset Description	Asset Location
Pa193	0181	3092		Fredrick			Air handler	8

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	18X20X1				
1	14X20X1				

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 #: Pa193 MECHANIC SIGNATURE: [Signature] DATE: 8-25-19

LOCATION/RM #: 5 START TIME: 10 FINISH TIME: 10:05

Site Location	WO #	Asset #	PM #	Manufac turer	Model Number	Serial #	Asset Description	Asset Location
Pa193	10181	3089		Fredrick			Air handler	5

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	18x20x1				
1	14x20x1				

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Filter Replacement

SITE AND BLDG #: Pa193

MECHANIC SIGNATURE: 

DATE: 8-15-19

LOCATION/RM #: MCV

START TIME: 3

FINISH TIME: 3:05

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
Pa193	10181	3086		York			Air handler	mech

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	20 X 10 X 1				

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