

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #:** DE007 B-1

**MECHANIC  
SIGNATURE**

**DATE:** 07/19/22

LOCATION/RM #: WO# 18351

START TIME: 0900

**FINISH TIME:** 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		YES	NO	
<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)	/ / /		
ASSET #	SIZE	QTY		NOTES/ ACTIONS
	Record Size :			
1733	12x24x2, 24x24x2	1	& 1	
1734	12x24x2, 24x24x2	2	& 2	
1735	20x20x2, 20x24x2	4	& 8	
190918-136	16x25x2	1	4	
190918-137	16x25x2	6		
	NOTE : Any AHU with outside air -Filter gets replaced Quarterly			
	All other filters get replaced annually But inspected Quarterly			

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:**