

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

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 (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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	14		
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:**