

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: DE007 B-4

MECHANIC
SIGNATURE

DATE: 07/19/22

LOCATION/RM #: WO# 18378

START TIME: 0900

FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)		
		YES	NO			
TO BE PERFORMED AT EACH INSPECTION SERVICE						
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 :						
OY4-011	12x16x1	1				
OY4-012	10x18x1	1				
OY4-013	20x20x1	1				
OY4-014	10x18x1	1				
OY4-015	10x18x1	1				
OY4-016	10x18x1	1				
OY4-017	12x16x1	1				
OY4-018	10x18x1	1				
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: