

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #: DE007 B-4**

**MECHANIC  
SIGNATURE:**

**DATE:** 05/12/22

**LOCATION/RM #:** **WO#** 17200

START TIME: 0900

**FINISH TIME:** 1630

| CHECK POINT                                       | CHECKPOINT DESCRIPTION  | TASK COMPLETE |    | NOTES/ ACTIONS<br><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 :   |               |    |  |
| QY4-083   | 24x24x1   | 1             |    |  |
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|   |   |               |    |  |
|   | 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:**