

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: NY065 Bld#1

LOCATION/RM #: **WO#** 11832 **asset#** 3058

MECHANIC SIGNATURE: Bill Davis **DATE:** 1/31/23

START TIME: **FINISH TIME:**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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 :			
	This is a make up air unit for kitchen exhaust hood			
	The gas is turned off to the kitchen stove.			
	Operation is ok, turned it on and it works fine, but not used any more			
	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: