

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FILTER REPLACEMENT

SITE AND BLDG #: PA063

MECHANIC  
SIGNATURE:

DATE: 8/14/2023

LOCATION/RM #: WO# 13446

START TIME: 8:00AM

FINISH TIME: 12:00PM

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.	<input checked="" type="radio"/>	<input type="radio"/>	
2	Initial and Date Filter (if disposable)	<input checked="" type="radio"/>	<input type="radio"/>	
3	Initial and Date Yellow Maintenance Tag (if applicable)	<input checked="" type="radio"/>	<input type="radio"/>	
ASSET #	SIZE	QTY		NOTES/ ACTIONS
	Record Size :			
3073	16x25x2	2		
	20x25x2	1		
3097	16x25x2	3		
3098	16x25x2	3		
3099	16x25x2	3		
	<b>NOTE : Any AHU with outside air -Filter gets replaced Quarterly</b>			
	<b>All other filters get replaced annually But inspected Quarterly</b>			

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:**