

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: **VA039**MECHANIC
SIGNATURE: DATE: **2/12/24**LOCATION/RM #: **WO# 14800**START TIME: **9AM**FINISH TIME: **11AM**

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.	<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 :			
3047	16x25x2	X6		
3048	16x20x2	X6		
4638	Carrier and McQuey package units			
4645	No longer exist at VA039. -AS			
				
				
	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:

All filters have been changed.
-AS