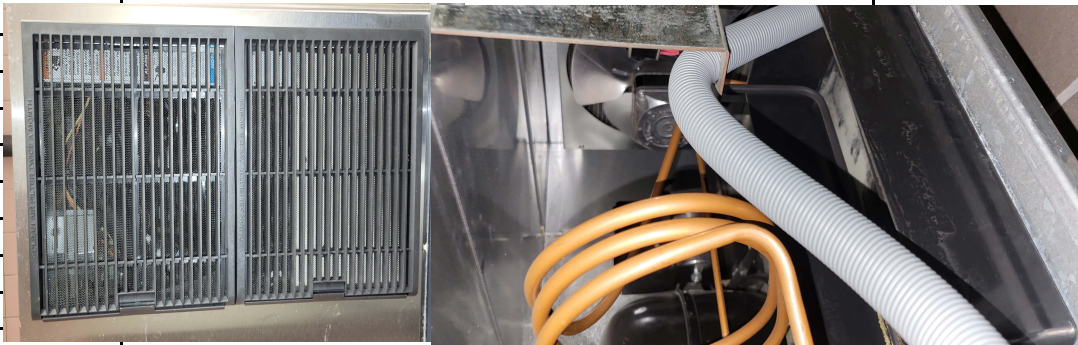


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: WV005MECHANIC
SIGNATURE: DATE: 8/26/24LOCATION/RM #: WO# 16298START TIME: 11AMFINISH TIME: 12PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION	
		YES	NO
TO BE PERFORMED AT EACH INSPECTION			
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	
	Record Size :		
6816		4	
6875	No filter on refrigerator	N/A	
			
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) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description of the work performed.
To be performed by: General Maintenance Technician

Additional Notes:

Asset #6816 filters have been changed
No filters on ASSET #6875 refrigerator
-AS

