

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FILTER REPLACEMENT**

SITE AND BLDG #: WV005

MECHANIC  
SIGNATURE: 

DATE: 8/26/24

LOCATION/RM #:

WO# 16298

START TIME: 11AM

FINISH TIME: 12PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		TO BE PERFORMED AT EACH INSPECT
		YES	NO	
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		
	Record Size :			
6816		4		
6875	No filter on refrigerator	N/A		



Note: The technician shall perform any repairs identified during PM up to \$250 (direct labor and direct materials) exceeding \$250 open a corrective maintenance (CM) ticket and include the Asset #, WO #, photos, and a detailed description.

To be performed by: General Maintenance Technician

Additional Notes:

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

