

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: BLDG 3 VA051-03

MECHANIC
SIGNATURE:





DATE: 12/14/2022

LOCATION/RM #: WO# 11454

START TIME: 12PM

FINISH TIME: 1PM

| 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. | ● | | |
| 2 | Initial and Date Filter (if disposable) | ● | | |
| 3 | Initial and Date Yellow Maintenance Tag (if applicable) | ● | | |
| ASSET # | SIZE | QTY | | NOTES/ ACTIONS |
| | Record Size : | | |  |
| 5123 | | | | |
| 5124 | | | | |
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| | NOTE : Any AHU with outside air -Filter gets replaced Quarterly | | | |
| | All other filters get replaced annually But inspected Quarterly | | | |
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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: Filters have been cleaned and head units are in proper order.

-AS