

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: VA051-01MECHANIC
SIGNATURE: DATE: 2/15/2023LOCATION/RM #: WO# 11823START 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	
3015	Reusable 		12	 
3016				
3017				
3161				
3185				
3186				
3187				
3188				
3189				
3190				
3191	NOTE : Any AHU with outside air -Filter gets replaced Quarterly			
3192	All other filters get replaced annually But inspected Quarterly			NEW DIEKEN UNITS

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: Filter has been cleaned and head unit is working great.

ASSET NUMBERS for TRANE UNIT 3016 3017 AND 3161 have been replaced
by 3 DAIKIN Units.