

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SITE AND BLDG #: WV005-01





 DATE: _____

DATE: 2/16/2023

LOCATION/RM #: WO# 11826

START TIME: 9AM

FINISH TIME: 10PM

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
3044	Record Size :			
3401	1- 24 3/4" x 26 x 1 2- 20" x 20"	1 2		
				
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: Filters have been replaced and everything seems to be in proper order.

-AS