

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: VA033-02

LOCATION/RM #: WO# 12271

**MECHANIC
SIGNATURE:**

Am Jha
DATE: 03/9/2023

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.	<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	
5249	Record Size : Disposable	6		
				
				
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: All Mini Split head units are working properly with no issues and filters have been cleaned.
-AS