

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FILTER REPLACEMENT

**SITE AND BLDG #:** VA001-01

**MECHANIC  
SIGNATURE:**

DATE:3/1/2023

LOCATION/RM #: WO# 12335

START TIME: 11AM FINISH TIME: 12PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
<b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b>				
1	Check, clean, and/or replace filters as required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Initial and Date Filter (if disposable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Initial and Date Yellow Maintenance Tag (if applicable)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
ASSET #	SIZE	QTY	NOTES/ ACTIONS	
	Record Size :			
4680		2	 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 	
			 <img alt="Interior view of an air handling unit showing multiple filter slots and a control panel with a small yellow tag." data-bbox="77	

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:** PTAC Units check out well and all checkpoints for the filter change have been complete.

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