

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FILTER REPLACEMENT

**SITE AND BLDG #:** Saugerties 128

**LOCATION/RM #:** site      **WO#** 

**MECHANIC  
SIGNATURE:**  


**DATE:** 9/28/2020

**START TIME:** 1000

**FINISH TIME:** 1100

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.			
2	Initial and Date Filter (if disposable)			
3	Initial and Date Yellow Maintenance Tag (if applicable)			
ASSET #	SIZE	QTY	NOTES/ ACTIONS	
10870	16x25x4	1		
10871	16x20x2	2		
10871	16x16x2	2		
10874	20x20x2	4		
10874	16x20x2	4		
10867	12x24x4	12		
10867	20x24x4	4		
10867	12x24x2	12		
10867	20x24x2	4		
10794	24x24x4	1		
10794	24x24x2	1		
10794	12x24x4	1		
10794	12x24x2	1		

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:**