

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: NY070 BLDG1

MECHANIC
SIGNATURE: 

DATE: 2/16/23

LOCATION/RM #: BLDG1 WO# 11844

START TIME: 8am

FINISH TIME: 9am

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		TES/ ACT
	Record Size :			
3181	12x24x2 - 20x24x2	3-3		
3182	20x24x2	3		
3183	24x24x2	2		
3184	20x20x2 - 20x24x2	4-4		
3351	20x20x2	8		
3353	20x20x2	6		
3354	20x20x2	8		
	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: