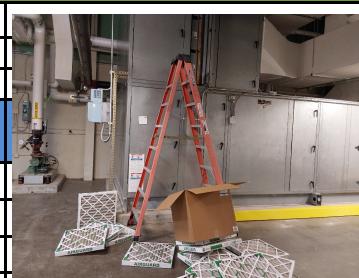


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: **NY126 BLDG1**MECHANIC
SIGNATURE: DATE: **2/22/23**LOCATION/RM #: **BLDG1 WO# 11838**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		
	Record Size :			
3118	20x24x2	3		 
3137	20x24x2	12		
3143	16x20x2	8		
3164	20x20x2	15		 
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: