

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SITE AND BLDG #: VA001



DATE: 2/4/25

LOCATION/RM #: WO# 17718

START TIME: 9AM

FINISH TIME: 10AM

| 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 | | NOTES/ ACTIONS |
| | Record Size : | | | |
| 9001 | | | | |
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| | NOTE : Any AHU with outside air -Filter gets replaced Quarterly | | | |
| | All other filters get replaced annually But inspected Quarterly | | | |
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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:

Kitchen air handler is not working and needs replaced.

-AS