

CHECKLIST

DATE: 3/10/25

FINISH TIME: 12PM

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 :			
4702	16" x 20" x 2"	8		
	16" x 25" x 2"	4		
	NOTE : Any AHU with outside air -Filter gets replaced Quarterly			
	All other filters get replaced annually But inspected Quarterly			

To be performed by: General Maintenance Technician

Additional Notes: PM complete on Package unit checking out Flawlessly. Filters changed.
-AS