

# HECKLIST

**DATE:** 4/2/25

**FINISH TIME: 10AM**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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
	Record Size :			
9006		X1		
9007		X1		
9008		X1		
	<b>NOTE : Any AHU with outside air -Filter gets replaced Quarterly</b>			
	<b>All other filters get replaced annually But inspected Quarterly</b>			

To be performed by: General Maintenance Technician

**Additional Notes:** Filters have been cleaned.  
-AS