

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SITE AND BLDG #: VA012-01

**MECHANIC
SIGNATURE:**

DATE: 4-JUN-2025

LOCATION/RM #: WO# 19017

START TIME: 10AM

FINISH TIME: 11AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETION	
		YES	NO
TO BE PERFORMED AT EACH INSPECTION			
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 :		
4701	20"x25"x2	X0	
	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: Filters clean, did not change.
-AS