

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FILTER REPLACEMENT**

SITE AND BLDG #: VA001

MECHANIC  
SIGNATURE: 

DATE: 1-JUL-2025

LOCATION/RM #: WO# 19232

START TIME: 9AM

FINISH TIME: 11AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)		
		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			
9006	Record Size :	X1	FCU hot water entry filter cleaned			
9007		X1	Mens Latrine HW Radiant Baseboards heater fins cleaned			
9008		X1	Women's Latrine HW Radiant Baseboards heater fins cleaned			
						
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:

All heater filters changed and cleaned. PM complete.  
 -AS