

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT



SITE AND BLDG #: WV005

MECHANIC
SIGNATURE: 

DATE: 18-AUG-2025

LOCATION/RM #: WO# 19542

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		
	Record Size :			
3044	N/A			ABANDONED
3401	20" x 25" x 1"	X6		
				
				
				
	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 changed.
-AS