

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #:** VA001

**MECHANIC  
SIGNATURE:**



DATE: 27-AUG-2025

**LOCATION/RM #:**

**WO# 19571**

**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		NOTES/ ACTIONS
	Record Size :			
9001	12" x 24" x 2"	X1		
	20" x 20" x 2"	X1		
	20" x 24" x 2"	X1		
	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 and checks out well with no issues.

-AS