

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FILTER REPLACEMENT

SITE AND BLDG #: VA012-01

MECHANIC  
SIGNATURE: 

DATE: 6-JUN-2025

LOCATION/RM #: WO# 19576

START TIME: 11AM

FINISH TIME: 12PM

| CHECK POINT                                                     | CHECKPOINT DESCRIPTION                                  | TASK COMPLETE |    | NOTES/ ACTIONS<br>(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                                                          |
|                                                                 | Record Size :                                           |               |    |                                                                         |
| 9037                                                            | 14x20x2                                                 | X6            |    |                                                                         |
| 9038                                                            |                                                         |               |    |                                                                         |
| 9039                                                            |                                                         |               |    |                                                                         |
|                                                                 |                                                         |               |    |                                                                         |
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|                                                                 |                                                         |               |    |                                                                         |
| 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:** 3 piece energy recovery wheels are located in building 2  
No need for WO18726 ASSET 9020.

-AS