

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FILTER REPLACEMENT

SITE AND BLDG #: VA012

MECHANIC  
SIGNATURE: 

DATE: 6-AUG-2025

LOCATION/RM #:

WO# 19572

START TIME: 9AM

FINISH TIME: 10AM

| 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 :                                                          |               |    |  |
| 9015                                              |                                                                        | X2            |    |                                                                                      |
| 9016                                              |                                                                        | X2            |    |                                                                                      |
| 9017                                              |                                                                        | X2            |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |
|                                                   | <b>NOTE : Any AHU with outside air -Filter gets replaced Quarterly</b> |               |    |                                                                                      |
|                                                   | <b>All other filters get replaced annually But inspected Quarterly</b> |               |    |                                                                                      |
|                                                   |                                                                        |               |    |                                                                                      |

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