

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

SITE AND BLDG #: VA012-01

**MECHANIC
SIGNATURE:**

DATE: 3-NOV-2025

LOCATION/RM #: WO# 20334

START TIME: 9AM

FINISH TIME: 10AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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 :			
9015	16" x 16" x 1"	X1		
9016	14" x 12" x 1"	X1		
9017	16" x 20" x 1"	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.
-AS