

**SITE AND BLDG #:** VA012-02

**DATE:** 4-NOV-2025

LOCATION/RM #: WO# 20339

**START TIME: 10AM**

**FINISH TIME: 11AM**

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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 :			
9052	16" x 16" x1"	X1		
9053	14" x 12" x 1"	X1		
	NOTE : Any AHU with outside air -Filter gets replaced Quarterly			
	All other filters get replaced annually But inspected Quarterly			

To be performed by: General Maintenance Technician

Filters changed and checks out well with no issues. Located in building 1 duplicate.

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