

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FILTER REPLACEMENT

**SITE AND BLDG #:** WV005-01

**MECHANIC SIGNATURE:** 

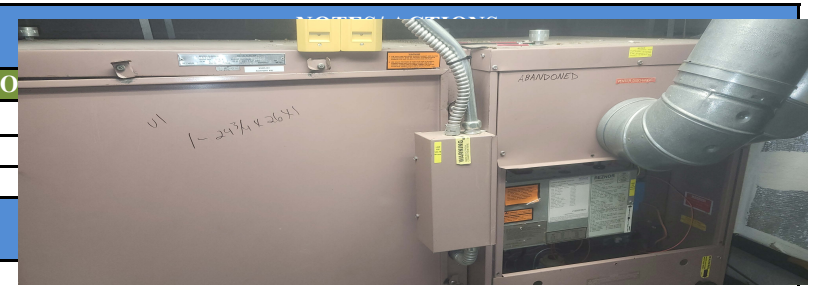
**DATE:** 12-FEB-2026

**LOCATION/RM #:** **WO#** 20979

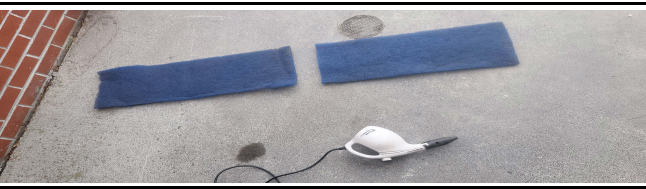
**START TIME:** 10AM

**FINISH TIME:** 11AM

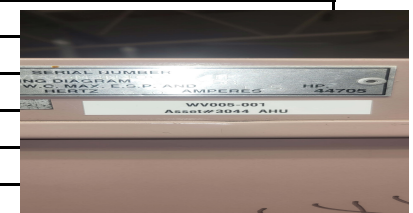
CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	
		YES	NO
<b>TO BE PERFORMED AT EACH INSPECTION</b>			
1	Check, clean, and/or replace filters as required.	●	
2	Initial and Date Filter (if disposable)	●	
3	Initial and Date Yellow Maintenance Tag (if applicable)	●	
ASSET #	SIZE	QTY	
	Record Size :		
3044	N/A Abandoned	X0	
3401	N/A Cleaned	X2	



Reznor Air Handler #3044 is out of commission and abandoned



**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 cleaned on gas furnace.  
-AS

