

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FILTER REPLACEMENT

SITE AND BLDG #: VA039-01

MECHANIC SIGNATURE: 

DATE: 9-FEB-2026

LOCATION/RM #: **WO# 20980**

START TIME: 9AM

FINISH TIME: 10AM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		YES	NO	
TO BE PERFORMED AT EACH INSPECTION				
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		 <p>No place for filter or filter rack</p>
	Record Size :			
3047	20" x 20" x 2"	x6		
3048	20" x 25" x 2"	x6		
4638	N/A cleaned	x1		
4645	N/A coil cleaned	x2		
  				
<p>NOTE : Any AHU with outside air -Filter gets replaced Quarterly</p> <p>All other filters get replaced annually But inspected Quarterly</p>				

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 and coils cleaned on cassette units as well as Sea Breeze PTAC unit.

-AS