

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### FILTER REPLACEMENT

SITE AND BLDG #: WV005

MECHANIC  
SIGNATURE: 


DATE: 18-AUG-2025

LOCATION/RM #:

WO# 19685

START TIME: 12PM

FINISH TIME: 1PM

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE	
		YES	NO
TO BE PERFORMED AT EACH INSPECT			
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 :		
6816	Pending 2- i2000 ever pure filters from supplier.	X2	
	1 OC2 Filter changed on ice dispenser	X1	
6875	Refrigerator checks out well with no issues.		
			
	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:

One filter changed. Waiting on supplier. Will replace once received from Douglas Equipment  
-AS