

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: MD002 B-2

MECHANIC
SIGNATURE

DATE: 07/15/22

LOCATION/RM #: WO# 18376

START TIME: 0900

FINISH TIME: 1630

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
		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 :				
MD02-120	20x24x2, 20x24x4	4&4		
MD02-121	20x25x2, 20x25x4	3X3		
MD02-138 -211	washable filter	2		
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: