

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FILTER REPLACEMENT**

SITE AND BLDG #: MD002 B-1

LOCATION/RM #: WO# 17150

MECHANIC  
SIGNATURE: 

DATE: 05/03/22

START TIME: 0900

FINISH TIME: 1630

| CHECK POINT   | CHECKPOINT DESCRIPTION                                  | TASK COMPLETE |                | NOTES/ ACTIONS<br>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) |
|---|---|---------------|----------------|---|
|   |   | 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 :   |   |               |                |   |
| 1805  | 12x24x2   | 2&2           |                |   |
| 1806  | 16x20x1, 20x20x1  | 6&12          |                |   |
| 1807  | 24x24x2, 12x24x2  | 1&1           |                |   |
| 1808  | 24x24x2   | 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:**