PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: Upper Marlboro MD016 MECHANIC SIGNATURE: [signature] DATE: 9/9/19

LOCATION/RM #: See notes WO# 10269 START TIME: 10:15 FINISH TIME: 11:30

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)	✓		
2026	Cleaned			
2027	Cleaned			Various Room on 2nd Floor Bldg #1
2029	Cleaned			
2031	~~Cleaned~~ No access. Bldg Vacant. Server Room locked			Mini Split
2032	Cleaned			" "
2033	Cleaned			" "
2034	Cleaned			" "
2035	Cleaned			" "
				Building in Shut down Mode/Vacated
				units are not Running
				No leaks Visible
				all filters brand new

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: