

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: Rockville MD021

**MECHANIC
SIGNATURE:** 

DATE: 8/4/20

LOCATION/RM #: Bldg 2 **WO#** 12489

START TIME:

FINISH TIME: 9:40

9:20.

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.	X				
2	Initial and Date Filter (if disposable)	X				
3	Initial and Date Yellow Maintenance Tag (if applicable)	X				
ASSET #	SIZE	QTY	NOTES/ ACTIONS			
2123	Record Size : 12x24x1	1				
						
<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: