

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #:	NY 010 01	3069 3070 3071 3355	MECHANIC SIGNATURE:	Bill Davis	DATE: 8/6/25
LOCATION/RM #:	WO# 19551	3072 3356	START TIME:	FINISH TIME:	

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 : 12 20x25x1				
	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: