

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST FILTER REPLACEMENT

**SITE AND BLDG #:** NY052N02

**MECHANIC SIGNATURE:** James R Groft      **DATE:** 02/17/2026

**LOCATION/RM #:** \_\_\_\_\_ **WO#** 21005

**START TIME:** \_\_\_\_\_ **FINISH TIME:** \_\_\_\_\_

CHECK POINT	CHECKPOINT DESCRIPTION	TASK COMPLETE		NOTES/ ACTIONS <small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small>
		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
3399	Record Size : <u>20 x 20 x 1</u>	1		
<b>NOTE : Any AHU with outside air -Filter gets replaced Quarterly</b>				
<b>All other filters get replaced annually But inspected Quarterly</b>				

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:**