

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: NY058-02

MECHANIC
 SIGNATURE:

Mike Wolfe DATE: 9/25/19
10am FINISH TIME: 10:30am

LOCATION/RM #: WO#5163

START 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.		<input checked="" type="checkbox"/>	<i>DID NOT HAVE FILTER</i>
2	Initial and Date Filter (if disposable)		<input checked="" type="checkbox"/>	<i>DID NOT KNOW I NEEDED</i>
3	Initial and Date Yellow Maintenance Tag (if applicable)		<input checked="" type="checkbox"/>	<i>NO OIL FILTER</i>
ASSET #	SIZE	QTY	NOTES/ ACTIONS	
10150			1-pc Fuel Oil Booster Pump for Furnace	

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: