

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST  
FILTER REPLACEMENT**

**SITE AND BLDG #:** NY065 BLDG1  
**assembly hall**  
**LOCATION/RM #:**                      **WO#**                      **20985**

**MECHANIC SIGNATURE:**                       **DATE:** 2/25/26  
**START TIME:** 9:30am                      **FINISH TIME:** 10am

| CHECK POINT   | CHECKPOINT DESCRIPTION                                  | TASK COMPLETE |    | NOTES/ ACTIONS<br><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   |
|   | Record Size :   |               |    |    |
| 3058  | 20x20x2   | 2             |    |  |
|   |   |               |    |  |
|   |   |               |    |  |
|   |   |               |    |  |
|   |   |               |    |  |
|   |   |               |    |  |
|   |   |               |    |  |
|   |   |               |    |  |
|   |   |               |    |  |
| 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:**