

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

FILTER REPLACEMENT

SITE AND BLDG #: PA027 **MECHANIC SIGNATURE:** PAT BOARDMAN **DATE:** 12/5/2022
LOCATION/RM #: **WO#** 11412 **ASSET** 5120, 5132, 5133, 5134 **START TIME:** 9AM **FINISH TIME:** 11AM

| 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. | Y | | |
| 2 | Initial and Date Filter (if disposable) | | Y | |
| 3 | Initial and Date Yellow Maintenance Tag (if applicable) | Y | | |
| ASSET # | SIZE | QTY | | NOTES/ ACTIONS |
| | Record Size : | | | |
| | | | | |
| | | | | |
| | | | | WASHABLE FILTERS |
| | | | | |
| | | | | |
| | | | | NEED CSS TICKET ASSET 5134 LINE SET IS |
| | | | | FROZE UP ASK SCOTT FOR CSS TICKET |
| | | | | |
| | | | | |
| | | | | |
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| | | | | |
| | 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: