

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**  
**FILTER REPLACEMENT**

SITE AND BLDG#: VA099-02

MECHANIC  
SIGNATURE: Brandon Howard DATE: 09/10/2019

LOCATION/RM #: WO# 9658

START TIME: 2:00 pm FINISH TIME: 3:00 pm

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)		✓	no date tag on unit
ASSET #	SIZE	QTY	NOTES/ ACTIONS	
2385	20x20x2	6	Customer Supplied Filters	

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: