

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: VA001-01

MECHANIC SIGNATURE:

DATE:

LOCATION/RM #: WO# 10192

START TIME: 10:30AM

FINISH TIME: 11:30AM

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)	✓	✗	
ASSET #	SIZE	QTY	NOTES/ ACTIONS	
3046	20x25x2	4		

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:

Also changed (2) 20x20x1 filters for
 office package unit. (Carrier 50SS-024-301/
 1096640021)

