

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Filter Replacement

SITE AND BLDG #: VA006-01

MECHANIC  
SIGNATURE: *Tm C*

DATE: 3/8/19

LOCATION/RM #:

START TIME: 9 AM

FINISH TIME: 10 AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA006-01	7866	2246		<u>unit not on site</u>	2NLR5	C10109926010 9507100048	J-1502000-09 1-pc PTAC   FilterChangeQuarterlyDecMarJunSep 10000	
VA006-01	7866	2247		<u>inoperable</u>	TTA180C300GA	92310MHTD	J-1502000-10 1-pc Rooftop Package Unit   FilterChangeQuarterlyDecMarJunSep	

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 both internal and external filters as necessary.			
2	Label and Date Filter			
3	Did all High Asset Filters get Changed			
Qty	Size			NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
6	16 x 20 x 2	✓		TRANE AHU mech room
2	20 x 25 x 2	✓		American Standard AHU
1	20 x 20 x 1	✓		Gym

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: GMW Additional Notes:

