

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG #: VA009-01

MECHANIC
SIGNATURE: *Tom L*DATE: 3/11/19

LOCATION/RM #:

START TIME: 9AMFINISH TIME: 10AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA009-01	7868	2269		MITSUBISHI	MSH12TN	1000801	J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep	front office
VA009-01	7868	2270		MITSUBISHI	MSH12TN	1000831	J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep	front office
VA009-01	7868	2271		MITSUBISHI	MSH12TN	2000122	J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep	front office
VA009-01	7868	2272		EMI	MUH12TN		J-1502000-15 3-pc Mini Split FilterChangeQuarterlyDecMarJunSep	server room

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)
2	16 x 20 x 2			
4	16 x 25 x 2			TRANS AHU

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:**