

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: VA009-01

MECHANIC
SIGNATURE: *Tu G*

DATE: 5/7/19

LOCATION/RM #:

START TIME: 9 AM

FINISH TIME: 10 AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA009-01	8557	2261	FQ-2263			3413941	J-1502000-04 1-pc Air Handler Quarterly Filter PM	MECH Room
VA009-01	8557	2262	FQ-2263	CARRIER			J-1502000-04 1-pc Air Handler, with Chilled Water Quarterly Filter PM	mech room
VA009-01	8557	2263	FQ-2263	EMI			J-1502000-04 1-pc AC Unit, Computer Room Quarterly Filter 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 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	16x20x2				

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:

