

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

### Filter Replacement

**SITE AND BLDG: VA009-01**

**MECHANIC SIGNATURE:** *TW*

**DATE:** *5/7/19*

**LOCATION/RM #:**

**START TIME:** *9AM*

**FINISH TIME:** *10AM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA009-01	8557	2261	FQ-2263			<i>343941</i>	J-1502000-04 1-pc Air Handler   Quarterly Filter PM	<i>MECH room</i>
VA009-01	8557	2262	FQ-2263	<i>CARRIER</i>			J-1502000-04 1-pc Air Handler, with Chilled Water   Quarterly Filter PM	<i>MECH room</i>
VA009-01	8557	2263	FQ-2263	<i>EM1</i>			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:**

