

## REVIEWED

By Mike Merchan at 9:08 am, Mar 08, 2019

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## Filter Replacement

SITE AND BLDG #: VA033-01

MECHANIC  
SIGNATURE:

DATE:

3-6-19

LOCATION/RM #:

START TIME:

8:45AM

FINISH TIME:

12PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA033-01	7939	4702		Trane	CSAA 017	K11L21768	J-1502000-10 1-pc Rooftop Package Unit   Filter DecMarJunSep	Roof

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)	
8	16x2x2	✓			
4	16x25x2	✓			

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:

