

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: VA039-01

MECHANIC

SIGNATURE: *Audrey [Signature]*

DATE: *5-8-19*

LOCATION/RM #:

START TIME: *9:30AM*

FINISH TIME: *10:30pm*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA039-01	8758	3047	PM-SA-6523	<i>Trane</i>	<i>L2-8</i>	<i>K4M270864</i>	J-1502000-04 1-pc Air Handler Quarterly Filter PM	<i>Mech. RM</i>
VA039-01	8758	3048	PM-SA-6523	<i>Trane</i>	<i>T-10</i>	<i>K4L270</i>	J-1502000-04 1-pc Air Handler Quarterly Filter PM	<i>Drill Hall</i>

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)
4	20x20x2	✓		
4	20x25x2	✓		

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:**

