

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## Filter Replacement

SITE AND BLDG #: VA039-02

MECHANIC

SIGNATURE:

*Andy Bird*

DATE: 3-7-19

LOCATION/RM #:

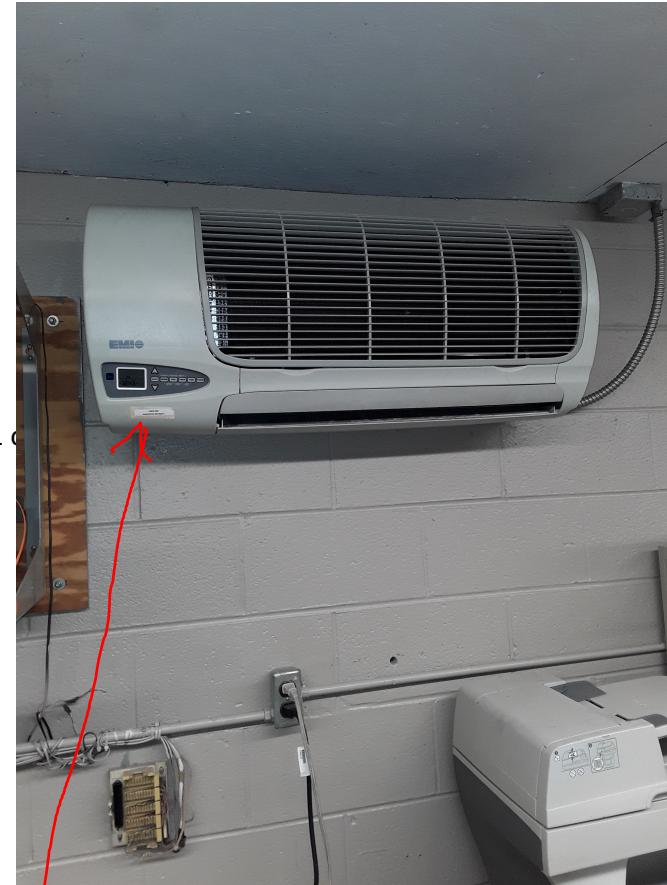
START TIME: 8:45 AM

FINISH TIME: 11 AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA039-01	7878	4638		Carrier	52CEA 312301AA	2902X 721578	J-1502000-09 1-pc Packaged Terminal AC   Filter DecMarJunSep	RM 129 Supply
VA039-01	7878	4645					J-1502000-09 1-pc Packaged Terminal AC   Filter DecMarJunSep	
VA039-02	8009	5246		EMI	N/A	1610F 002097	J-1502000-15 2-pc Mini Split   Filter DecMarJunSep	oms

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)
✓	Washed filters	✓		

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:**



Asset # 5246  
Failed outdoor fan motor  
No Heat or Cool  
CM Needed