

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG #: VA033-02

MECHANIC
SIGNATURE:

START TIME:

DATE: 3-6-19

LOCATION/RM #:

8:45

FINISH TIME: 1 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA039-02	8009	5246		Mitsubishi	MSZ-GEO 9NA-[2]	4029958	Mini Split Filter DecMarJunSep	Tool Rm

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)	
6	Reusable			Cleared reusable	
				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:

