

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## Filter Replacement

SITE AND BLDG #: VA048-01

LOCATION/RM #: throughout the building

MECHANIC

SIGNATURE: TL

DATE: 3/4/19

START TIME: 9 AM

FINISH TIME: 12 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA048-01	7872	2294		Friedman Jr Amana			J-1502000-09 12-pc PTAC   FilterChangeQuarterlyDecMarJunSep	1st Floor
VA048-01	7872	2295		Amana			J-1502000-09 22-pc PTAC   FilterChangeQuarterlyDecMarJunSep	2nd Floor
VA048-01	7872	2297		Fujitsu	ABU18RULX	CRA 001996	J-1502000-15 1-pc Mini Split   FilterChangeQuarterlyDecMarJunSep	206
VA048-01	7872	2298		Mitsubishi	MSH09TW	2000242	J-1502000-15 1-pc Mini Split   FilterChangeQuarterlyDecMarJunSep	207

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			
	removed filters and cleaned with vacuum			
	cleaned grates and outside of units			

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:**

