

**REVIEWED**

By Mike Merchan at 1:04 pm, Mar 04, 2019

**PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST****Filter Replacement****SITE AND BLDG #:** VA048-01**MECHANIC****SIGNATURE:** T L**DATE:** 3/4/19**LOCATION/RM #:** throughout the building**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		TRANE Friedman dr 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			NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
	removed G/kens 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:**

