

REVIEWED

By Mike Merchan at 4:32 pm, Mar 12, 2019

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST**Filter Replacement****MECHANIC****SIGNATURE:****DATE:****SITE AND BLDG #: VA049-01****START TIME:****FINISH TIME:****LOCATION/RM #:**

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA049-01	7877	2319		no FILTERS ON ROOFTOP UNITS They are condensing units.			J-1502000-10 1-pc Rooftop Package Unit FilterChangeQuarterlyDecMarJunSep	
VA049-01	7877	2320					J-1502000-10 1-pc Rooftop Package Unit FilterChangeQuarterlyDecMarJunSep	
VA049-01	7877	2321					J-1502000-10 1-pc Rooftop Package Unit FilterChangeQuarterlyDecMarJunSep	
VA049-01	7877	2322					J-1502000-10 3-pc Rooftop Package Unit FilterChangeQuarterlyDecMarJunSep	
VA049-01	7877	2324		MITSUBISHI			J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep	server room
VA049-02	7881	2332		2 pc MITSUBISHI Fujitsu			J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep	
VA049-02	7881	2333		2 pc MITSUBISHI			J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep	
VA049-04	7885	2340		MITSUBISHI			J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep	oms
VA049-04	7885	2341		MITSUBISHI			J-1502000-15 3-pc Mini Split FilterChangeQuarterlyDecMarJunSep	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)
25	16x25x2 pleated			AHU'S MECH ROOM
2	20x25x2 pleated			

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:**



