

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: VA049-01

MECHANIC SIGNATURE: *TLK*

DATE: 5/10/19

LOCATION/RM #: MECH Room

START TIME: 9AM

FINISH TIME: 10AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA049-01	8559	2312	FQ-2312	Bohn		c105172000015001	J-1502000-04 1-pc Air Handler, with Chilled Water Quarterly Filter PM	MECH Room
VA049-01	8559	2313	FQ-2312	Bohn		c105172000015002	J-1502000-04 1-pc Air Handler, with Chilled Water Quarterly Filter PM	MECH Room

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.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	Label and Date Filter	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Did all High Asset Filters get Changed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Qty	Size			NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
3	25x25x2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AHU 1
12	16x25x2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AHU 2
2	20x25x2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	AHU 2

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:**

