

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

## Filter Replacement

SITE AND BLDG: VA049-01

MECHANIC  
SIGNATURE: *Tm G*DATE: *5/10/19*LOCATION/RM #: *MECH Room*START TIME: *9 AM*FINISH TIME: *10 AM*

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

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"/>		
2	Label and Date Filter	<input checked="" type="checkbox"/>		
3	Did all High Asset Filters get Changed	<input checked="" type="checkbox"/>		
Qty	Size			NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)
8	<i>15x25x2</i>	<input checked="" type="checkbox"/>		<i>AHV 1</i>
12	<i>16x25x2</i>	<input checked="" type="checkbox"/>		<i>AHV 2</i>
2	<i>20x25x2</i>	<input checked="" type="checkbox"/>		<i>AHV 2</i>

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:

