

## PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

**SITE AND BLDG #:** VA049-04

MECHANIC SIGNATURE:  DATE: 08-23-22

LOCATION/RM #: WO# 18734

START TIME: 0900 FINISH TIME: 1630

| CHECK POINT                                       | CHECKPOINT DESCRIPTION                                          | TASK COMPLETE |    | NOTES/ ACTIONS<br><small>(IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION)</small> |
|---------------------------------------------------|-----------------------------------------------------------------|---------------|----|----------------------------------------------------------------------------------------|
|                                                   |                                                                 | YES           | NO |                                                                                        |
| <b>TO BE PERFORMED AT EACH INSPECTION SERVICE</b> |                                                                 |               |    |                                                                                        |
| 1                                                 | Check, clean, and/or replace filters as required.               | ✓             |    |                                                                                        |
| 2                                                 | Initial and Date Filter (if disposable)                         | ✓             |    |                                                                                        |
| 3                                                 | Initial and Date Yellow Maintenance Tag (if applicable)         | ✓             |    |                                                                                        |
| ASSET #                                           | SIZE                                                            | QTY           |    | NOTES/ ACTIONS                                                                         |
| 2340                                              | Record Size :                                                   |               |    |                                                                                        |
| 2341                                              | cleanable                                                       |               |    |                                                                                        |
|                                                   |                                                                 |               |    |                                                                                        |
|                                                   |                                                                 |               |    |                                                                                        |
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|                                                   |                                                                 |               |    |                                                                                        |
|                                                   | NOTE : Any AHU with outside air -Filter gets replaced Quarterly |               |    |                                                                                        |
|                                                   | All other filters get replaced annually But inspected Quarterly |               |    |                                                                                        |
|                                                   |                                                                 |               |    |                                                                                        |

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: General Maintenance Technician

**Additional Notes:**