

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG #: VA051-01

MECHANIC
SIGNATURE:

DATE:

LOCATION/RM #:

START TIME:

FINISH TIME:

3-11-19

-3PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA051-01	8002	5219		Daiken	BYFC VB	N/A	J-1502000-15 1-pc Mini Split, FanCoil Filter DecMarJunSep	Main Building
VA051-03	7973	5123		NO ACCESS-NO PERSONNEL			J-1502000-15 1-pc Mini Split Filter DecMarJunSep	
VA051-03	7973	5124		NO ACCESS-NO PERSONNEL			J-1502000-15 1-pc Mini Split Filter DecMarJunSep	
VA051-04	7975	5125		Mitsubishi			J-1502000-15 1-pc Mini Split Filter DecMarJunSep	AMSA

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)
20+	Washable	✓		
15	20x20x1	✓		

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:



Asset# 5125 - AMSA Bathrooms
and break rm mini-splits
not working - failed control
board!

Cm Needed