

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG #: VA051-01

MECHANIC SIGNATURE:

Dandy Bino

DATE:

3-11-19

LOCATION/RM #:

START TIME:

9 AM

FINISH TIME:

3 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA051-01	8002	5219		<i>Daikin</i>	<i>BFCEVB</i>	<i>N/A</i>	J-1502000-15 1-pc Mini Split, FanCoil Filter DecMarJunSep	<i>Main Building</i>
VA051-03	7973	5123		<i>Mitsubishi</i>	<i>MSZ-A15NA</i>		J-1502000-15 1-pc Mini Split Filter DecMarJunSep	<i>Storage</i>
VA051-03	7973	5124		<i>Mitsubishi</i>	<i>MSZ-A15NA</i>		J-1502000-15 1-pc Mini Split Filter DecMarJunSep	<i>Storage</i>
VA051-04	7975	5125		<i>Mitsubishi</i>			J-1502000-15 1-pc Mini Split Filter DecMarJunSep	<i>AMSA</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.	✓		
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:**

