

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST
FILTER REPLACEMENT

SITE AND BLDG #: VA099-01

MECHANIC
SIGNATURE: 

DATE: 04-26-22

LOCATION/RM #: WO# 17190

START TIME: 0900

FINISH TIME: 1630

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 filters as required.	✓				
2	Initial and Date Filter (if disposable)	✓				
3	Initial and Date Yellow Maintenance Tag (if applicable)	✓				
ASSET #	SIZE	QTY	NOTES/ ACTIONS			
Record Size :						
2361	20x24x2	12				
2362	12x24x2	4				
2363	16x25x2	12				
	12x25x2	2				
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: