

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG #: VA099-01 102

MECHANIC SIGNATURE: Troy C

DATE: 3/19/19

LOCATION/RM #:

START TIME: 9 AM

FINISH TIME: 12 PM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-01	7893	2372		MITSUBISHI			J-1502000-15 2-pc Mini Split FilterChangeQuarterlyDecMarJunSep 2 Ton	
VA099-01	7893	2373		"			J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep 3.5 Ton	
VA099-01	7893	2374		"			J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep 1.5 Ton	
VA099-01	7893	2375		"			J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep 2 Ton	
VA099-01	7893	2376		"			J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep 1.5 Ton	
VA099-02	7897	2391		MITSUBISHI			J-1502000-15 1-pc Mini Split FilterChangeQuarterlyDecMarJunSep	

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)
12	16x20x2 Pleated			2 nd Floor Trane AHU
6	14x24x2 Pleated			" " " "

3	16 x 25 x 2			ERV 1
4	14 x 20 x 2			ERV 2
8	16 x 20 x 2			

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:**

