


PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: VA099-01

MECHANIC SIGNATURE: 


DATE: 5/20/19

LOCATION/RM #: MECH ROOM

START TIME: 9AM

FINISH TIME: 10AM

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-01	8561	2361	FQ-2361	TRANE	KBN400	K12G73423	J-1502000-04 1-pc Air Handler, with Chilled Water Quarterly Filter PM	
VA099-01	8561	2362	FQ-2361	GREENHECK	CSAA035UAC00	13070691	J-1502000-04 1-pc Energy Recovery Unit Quarterly Filter PM	
VA099-01	8561	2363	FQ-2361	GREENHECK	ERV-521H-30-A	13070692	J-1502000-04 1-pc Energy Recovery Unit Quarterly Filter PM	

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	16 x 20 x 2			
8	12 x 24 x 2			
4	16 x 25 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:**

