

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: VA099-01

MECHANIC Tin L
SIGNATURE: Tin LDATE: 5/20/19LOCATION/RM #: MECH RoomSTART TIME: 9 AMFINISH TIME: 10 AM

| Site Location | WO # | Asset # | PM # | Manufacturer | Model Number | Serial # | Asset Description | Asset Location |
|---------------|------|---------|---------|------------------|---------------|-----------|---|----------------|
| VA099-01 | 8561 | 2361 | FQ-2361 | <u>TRANE</u> | KBN400 | K12G73423 | J-1502000-04 1-pc Air Handler, with Chilled Water Quarterly Filter PM | |
| VA099-01 | 8561 | 2362 | FQ-2361 | <u>GREENHECK</u> | CSAA035UAC00 | 13070691 | J-1502000-04 1-pc Energy Recovery Unit Quarterly Filter PM | |
| VA099-01 | 8561 | 2363 | FQ-2361 | <u>GREENHECK</u> | 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. | | | | | |
| 1 | Check, clean, and/or replace both internal and external filters as necessary. | <u>✓</u> | | | |
| 2 | Label and Date Filter | <u>✓</u> | | | |
| 3 | Did all High Asset Filters get Changed | <u>✓</u> | | | |
| Qty | Size | | | NOTES/ ACTIONS (IF TASK COMPLETE IS CHECKED NO, PROVIDE EXPLANATION) | |
| 12 | <u>16 x 20 x 2</u> | | | | |
| 8 | <u>12 x 14 x 2</u> | | | | |
| 4 | <u>16 x 25 x 2</u> | | | | |
| | | | | | |
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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:**

