

PREVENTATIVE MAINTENANCE PROGRAM CHECKLIST

Filter Replacement

SITE AND BLDG: VA099-02

MECHANIC SIGNATURE: *Tu L*

DATE: *5/26/19*

LOCATION/RM #:

START TIME: *10AM*

FINISH TIME: *11AM*

Site Location	WO #	Asset #	PM #	Manufacturer	Model Number	Serial #	Asset Description	Asset Location
VA099-02	8562	2385	FQ-2385			13068525	J-1502000-04 1-pc Make Up Air 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)
1	16 x 20 x 1			
1	20 x 20 x 1			

Note: The technician shall perform any repairs identified (labor and direct material cost) per PM occurrence. For any deficiencies found exceeding \$250 open a corrective maintenance (CM) work order (asset #, WO #, photos, and a detailed description of the deficiency. To be performed by: GMW **Additional Notes:**



